State of Iowa Department of Corrections Policy and Procedures

Policy Number: HSP-301

Applicability: DOC

Policy Code: Public Access
Iowa Code Reference: N/A
Chapter 6: Health Services
Sub Chapter: Health Record
Related DOC Policies: N/A

Administrative Code Reference: N/A Subject: Health Record Organization

ACA Standards: 5-ACI-6D-05

Responsibility: Dr. Jerome Greenfield

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Authority:

1. PURPOSE

To ensure continuity of health records of patients assigned to the Iowa Department of Corrections (IDOC).

2. POLICY

It is the policy of the Iowa Department of Corrections to provide for orderly organization of the health record in order to enhance quality health services and promote continuity of care.

3. DEFINITIONS - See IDOC Policy AD-GA-16 for Definitions.

4. PROCEDURES

Medical information for IDOC patients is entered into an electronic medical record. All documents not computerized shall be scanned into the file cabinet of the electronic medical record.

A. The following original documents shall remain at the facility where the patient is housed:

- 1. I-Post
- 2. X-rays to include dental and MRI disc
- B. Upon release from the DOC all x-rays to include dental shall be forwarded to MCC Records Repository.

Effective Date: Jan. 1982. Revised: June 1985, Jan. 1987, March 1987, Dec. 1988, Dec. 1990, Dec. 1991, March 1993, June 1994, March 1996, June 1996, Sept. 1996, Dec. 1996, March 1999, Sept. 1999, March 2000, March 2006, April 2007, Jan. 2008, May 2009, Nov. 2011; June 2013, Oct 2014, Nov. 2015. Reviewed: Oct. 2016. Revised: Aug. 2017, July 2020.