

# 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  
Effective Date: July 2020  
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.