

# State of Iowa Department of Corrections Policy and Procedures

Policy Number: HSP-309  
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: Documentation of Laboratory Reports  
ACA Standards: N/A  
Responsibility: Dr. Jerome Greenfield  
Effective Date: July 2020  
Authority:

## **1. PURPOSE**

To ensure proper procedures is utilized by the Iowa Department of Corrections (IDOC) for documentation of electronic laboratory reports.

## **2. POLICY**

It is the policy of the Iowa Department of Corrections that each medical provider shall review and document laboratory reports.

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

## **4. PROCEDURES**

Each medical provider shall review and document review laboratory reports. Normal laboratory reports may be signed electronically without an accompanying note or patient encounter entered into the medical chart. Abnormal laboratory reports may require a written note at the discretion of the attending medical provider.

Laboratory reports from the State Hygienic Lab will be reviewed and signed by the medical practitioner with an accompanying note before the original copy is scanned into ICON Medical file cabinet.