

State of Iowa Department of Corrections Policy and Procedure

Policy Number: HSP-502

Applicability: IDOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 6: Health Services

Sub Chapter: Health Screening and Appraisals

Related DOC Policies: HSF-504, IS-CL-08

Administrative Code Reference: N/A

Subject: Intra-System Transfers

ACA Standards: 5-ACI-6A-04, 5-ACI-6A-22, 5-ACI-6D-06

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Effective Date: July 2020

Authority:

1. PURPOSE

To ensure continuity of care to all patients as they transfer to facilities within the Iowa Department of Corrections (IDOC).

2. POLICY

It is the policy that the transfer of patients within the IDOC shall not adversely affect the medical/mental health care received.

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

4. PROCEDURE

- A. Patients will be reviewed prior to transfer to assure they can be medically cleared for transfer, e.g. no UIHC trip scheduled within the next two weeks, no dental hold or no medical hold.
- B. The electronic portion of the medical file will transfer to the receiving institution, including all scheduled medical appointments. Scanned archived medical records are available upon request from IMCC.
- C. Patient's medications and any medical equipment needed such as specialized dressings, catheter supplies, etc. are sent with the patient.

- D. Written instructions regarding medications or health interventions that may be required while in route should be provided to the transporting officer(s).
- E. In the case of a medical or administrative emergency transfer, health services staff from the referring institution will communicate via telephone with the health services staff at the receiving institution regarding health problems which require immediate attention.
- F. Within 24 hours of arrival, health services staff must complete a face-to-face Intra-system transfer. This will consist of a full set of vital signs, weight check, as well as assessment of the patient's mental health status.
- G. All active orders will remain in effect upon transfer for the remainder of the prescribed course of therapy unless changed by a physician at the receiving institution.
- H. Security and treatment staff shall be apprised of any housing restrictions/limitations.

Effective: Jan. 1982. Revised: March 1984; Sept. 1984; Dec. 1985; Dec. 1990; June 1992; June 1993; Dec. 1994; March 1996; March 2001; Sept. 2003; Jan. 2006; July 2007; March 2011; July 2013. Reviewed: Oct. 2014. Revised: April 2016, Oct. 2016, Dec. 2017.