

807.06 [ANNEX A]: Health Care Record File Folder

a. **Section one (Inside front cover) — Part A:**

- (1) Problem list / Form 807.06B (Always on top / DO NOT FOLD OVER)
- (2) Medical Summary for Prisoner Transfer/ Form 807.14E
- (3) Health Inquiry of Received Prisoner / Form 807.14E
- (4) Criminal Remand Screening (1 thru 3) / Form 807.14A
- (5) Title 47 Remand Screening (1 thru 3) / Form 807.14B
- (6) Physical Exam/Health History (1 thru 3) / Form 807.14D

b. **Section one — Part B:**

- (1) Prenatals

c. **Section one — Part C:**

- (1) Special Orders (i.e. Diets, Kitchen Clearance Forms, Orders for Bottom Bunk, Snack at Bedtime, Medical Restrictions, Blue or Pink Card Copies, etc.)
- (2) Inmate Tuberculosis and PPD History / Form 807.14F
- (3) Informed Consent to Treat/Operate / Form 807.08A
- (4) Informed Waiver of Medical Treatment / Form 807.08B
- (5) All consents

d. **Section one — Part D:**

- (1) Original Authorization for Release of Personal Information / Form 807.06H
Original Release of Information Form Only
- (2) (Information requested from DOC from another medical entity, Attorney, Disability Determination, etc.) See section six regarding information DOC has requested from another entity.

.....

e. **Section two — Part A:**

- (1) Progress Notes – Medical & Mental Health / Form 807.06A
- (2) Nursing Protocols
- (3) Medical Segregation Unit Discharge
- (4) Refusals of Treatment
- (5) Refusals to Be Seen

f. **Section two-Part B:**

- (1) Vital Signs

.....

g. **Section three:**

- (1) Lab (All state lab reports need to be mounted separately with tape, no staples)
- (2) X-Ray Reports
- (3) EKG's
- (4) Scans, etc.

807.06 [ANNEX A]: Health Care Record File Folder

- (5) Hearing Evaluations, etc.
- (6) Other Diagnostic Testing Reports done in the institution.

*****Note – Only diagnostics done in the institution will be placed in this section; anything requiring a Health Care Authorization Form will be filed in section five behind the corresponding Health Care Authorization Form.*****
.....

h. Section four — Part A:

- (1) Medication Administering Chart Forms / Form 807.05A
- (2) PRN Medication Forms
- (3) Halfway House Medication Dispensing Forms
- (4) Remand Medication / Form 807.05I
- (5) CRC Personal Medication

i. Section four — Part B:

- (1) Diabetic Flow sheets
- (2) Vaccines

*****Note: Non Formulary Drug Forms are not to be filed in the medical record.*****
.....

j. Section five — Part A:

- (1) Prisoner Health Care Authorization Form (HCR's) / Form 807.02B
- (2) All documentation from outside visit(s) will be filed behind corresponding HCR (DOC Consulting Physician reports / notes, Hospital Records of inmates in DOC custody / i.e. Physical Therapy Notes, Eye Exams, MRI's, Ultra Sound, labs, sonograms, etc.)

k. Section five — Part B:

- (1) Medical Advisory Committee Documentation

l. Section five — Part C:

- (1) Administrative/Legal Records
- (2) Correspondence Regarding Medical Care
- (3) Letters, Documents from Attorneys – Court and Legal

m. Section five — Part D:

- (1) Grievance Records
- (2) Grievance Forms
- (3) Supporting Grievance Documentation

*****Note: Incident reports are not to be filed in the medical record; they are to be filed in the inmate's institutional record.*****
.....

n. Section six:

807.06 [ANNEX A]: Health Care Record File Folder

- (1) Copies of records which DOC has requested from another entity with an authorization signed by the inmate.
 - (2) Non-Contractual Health Records
- **Note – All copies are to be filed behind the corresponding authorization Form.****
-

o. Section seven:

- (1) Dental Care History Questionnaire
 - (2) Dental Care Record / Form 807.12B
 - (3) Dental Care Record Continuation / Form 807.12C
 - (4) HCR's For Dental Only
 - (5) Correspondence, copies of other dental records
 - (6) Envelope for Dental X-Rays
 - (7) Dental Informed Consent / Form 807.08A
- ** Note - For sequence of dental forms please see the Dental Services Handbook****
-

p. Manila Folder

- (1) Request for Health Care Forms (aka "COP-OUTS")
- **Note: No other records are to be filed in this section.****
-

q. Section eight — Part A:

- (1) Medication Change Log
- (2) Discharge Summary
- (3) Mental Health Release Plan
- (4) Initial Mental Health Consult
- (5) Mental Health Nursing Admission Sheet
- (6) Mental Health Services Consultation
- (7) Mental Health Telepsychiatry Services Form
- (8) Mental Health Treatment Plan
- (9) Restraint Flow Sheet
- (10) AIMS Rating Chart
- (11) Guilty But Mentally Ill Treatment Form
- (12) Guilty But Mentally Ill Alert

r. Section eight — Part B:

- (1) Involuntary Medication Forms
- (2) Hearing Request
- (3) Hearing Notice

807.06 [ANNEX A]: Health Care Record File Folder

- (4) Request for Witnesses
- (5) Hearing Summary
- (6) Hearing Findings
- (7) Notice of Appeal
- (8) Review

s. **Section eight — Part C:**

- (1) Releases of Information
- (2) Non-Contractual Mental Health Care Records

*****Copies of psychiatric records requested from other mental health hospitals or clinics of inmates while not incarcerated, which DOC has requested with an authorization signed by the inmate.***
.....