

POLICY OF	POLICY NUMBER	PAGE NUMBER
STATE OF DELAWARE	H-04	1 of 2
DEPARTMENT OF CORRECTION	RELATED NCCHC/ACA STANDARDS:	
	P-H-04 (Important)/none	
CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES	SUBJECT:	
	AVAILABILITY AND USE OF HEALTH RECORDS	
EFFECTIVE DATE: 11/19/07	REVISED: 4/13/09; 8/13/2010; 10/1/2010	
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY: Bureau of Correctional Healthcare Services
- II. PURPOSE: The health record is maintained to facilitate continuity of care.
- III. APPLICABILITY: All Department of Correction (DOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
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- IV. DEFINITIONS: See glossary
- V. POLICY:
1. The health record is readily available on site and used during health encounters.
 2. When an offender is transferred to another correctional facility outside of the State
 - a. A copy of the current health record or a comprehensive health summary accompanies the offender and
 - b. Unless otherwise provided by law or administrative regulation, written authorization by the offender is required to transfer health records and information to facilities outside the correctional system's jurisdiction.
 3. The State of Delaware, Division of Public Archives retention schedule is followed regarding records retention.
 4. When an offender is readmitted into the system, the health record is reactivated as needed to facilitate continuity of care and ensure that diagnostic evaluations are current.
 5. When a community healthcare services provider seeks health records for an individual who is no longer incarcerated by the Department, such records shall be provided upon the presentation of a legally appropriate, fully executed written

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authorization and the payment of reasonable retrieval and copying fees as set forth by the Department.

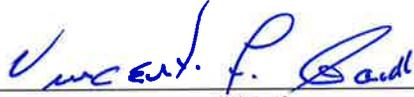
References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-H-04.

National Commission on Correctional Health Care: Standards for Health Services in Jails, 2008, J-H-04.

STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER H-04	PAGE NUMBER Review Addendum
SUBJECT: AVAILABILITY AND USE OF HEALTH RECORDS		

I have reviewed this policy and it is currently under revision to reflect the electronic health record iCHRT.



Acting BCHS Bureau Chief
Vincent F. Carr, DO, FACP

6/15/15
Date