

Sixth District Department of Correctional Services POLICY	Issue Date 02/06/15	Effective Date 07/10/17	Policy Number 2343-17
Subject <b>HEALTH SERVICES (ANCHOR Residential)</b>		Review Month June	Author 0253 (MST)
Rescinds 2343-15	References WR/OWI-34		

**POLICY:**

The facility provides for emergency first aid and access to health services to all residents.

**PROCEDURE:**

1. The program ensures access to physician services and/or hospital services at all times. The program maintains working relationships with community health care agencies to assist residents in meeting their medical needs.
2. The facility ensures first aid equipment, which meets State and Red Cross standards, is available at all times at the facility for medical emergencies.
3. An inventory control list of first aid equipment and supplies is maintained to ensure that such materials are sufficient at all times.
4. The Residential Supervisor ensures that at least one (1) staff on duty is certified in first aid and CPR, that all Residential Officers are certified in CPR and first aid within six (6) months of hire and that all certifications remain current.
5. Each newly admitted resident who has not transferred from a correctional facility undergoes a health examination within fourteen (14) days of admission. Residents who are released from an institution have a health screening completed prior to release.
6. The facility has a designated health authority. For residents suspected of having a communicable disease, staff assures that prompt medical care is provided. If a communicable disease is confirmed by medical personnel and temporary alternative placement is recommended, the Residential Supervisor arranges for such until medical clearance is obtained from medical personnel which allow return of the resident to the facility.
7. The program maintains a designated health authority to provide medical assessments and referrals for all residents.
8. Staff make a reasonable effort to assist residents who have legitimate special medical needs (special diet, heart disease, etc.) when they become aware of them.

**POLICY NUMBER 2343-17**

**PAGE 2 OF 3**

**PROCEDURE:** (continued)

9. Residents are financially responsible for all medications, physician appointments and hospitalizations unless prior arrangements are made.
10. When residents are injured at the facility, a Resident Accident Report (2343A) is completed by a witnessing or attending Residential Officer as soon as practical.
11. For Work Release\OWI residents the following apply:
  - A. Where medical treatment is received at State expense, residents are expected to sign a Release of Information form in order to allow access to pertinent medical records relative to diagnosis, treatment, prognosis, etc.
  - B. When surgery or expensive treatment becomes necessary (non-emergency) the WR/OWI Coordinator/Designee is notified immediately even if the procedure was scheduled by the institution. The resident is furloughed to the University of Iowa Hospitals & Clinics (UIHC), Iowa City, or to Iowa Medical Classification Center (IMCC) following the WR/OWI Coordinator/Designee approval. The Residential Supervisor ensures that approval is obtained from WR/OWI Coordinator/Designee. The resident is transported according to the Offender Transport Policy (105). Safety and Security concerns are reviewed with WR/OWI Coordinator/Designee.
  - C. The resident signs a "Rules Pertaining to Offenders Receiving Medical Aid from UIHC (2343C) prior to their hospital appointments.
  - D. Staff contact the IMCC Security Officer (319)356-1616 for assistance in monitoring the furlough, general information, etc.
  - E. Following an emergency placement, staff notifies the Offender Services Office, as soon as practical.
12. When the resident is scheduled for in-patient (overnight) treatment to a hospital, staff confirms the appointment with hospital officials and ensures the Furlough (2349) is completed. The furlough is limited to necessary treatment and travel time, not to exceed fourteen (14) days. If treatment is not completed within fourteen (14) days, a new furlough is approved.
13. Staff ensures that sufficient accountability is provided while the resident is on medical furlough.
14. For work release residents referred to UIHC and unable to pay for treatment, the following procedures apply:
  - A. Prior to referral, the local physician completes and signs the top portion of the Medical Referral Request (2343B);

**POLICY NUMBER 2343-17**

**PAGE 3 OF 3**

**PROCEDURE:** (continued)

- B. The Residential Supervisor or designee schedules the appointment with the appropriate clinic, WR/OWI Coordinator/Designee is notified of appointment dates to confirm payment approval with UIHC;
  - C. One (1) copy of the form is retained at the facility;
  - D. Prior to going to the UIHC the resident is provided with two copies of the Medical Referral Request form. Upon arrival at UIHC, the resident goes to the registration desk at the Emergency Room entrance. The Medical Referral Request form is provided to the appropriate clinical area.
  - E. After completion of treatment and prior to discharge from the hospital, the resident ensures that the original document is completed by the attending physician;
  - F. Upon return to the facility, the resident provides the document to staff;
15. In the event of the death of a resident, notification is made to the Offender Services Office, the District Director or Assistant Director, Residential Supervisor and the listed next-of-kin.
- A. An online Critical Incident Report is completed, click on the following website:  
<http://cir.doc.gov.state.ia.us/Login.aspx>

BY ORDER OF:

---

Bruce Vander Sanden, District Director