

MEDICAL RECORDS DIRECTORY

Attachment A - AR 115.03

All items in chronological order

PAGE ONE (inside left front cover)

Advance Directives/DNR
Problem List
Medication Administration Record (MAR)
Controlled Drug Medication Record
Diabetic Documentation Form (Monthly FSBS)
Non-Formulary
Self-Medication Form
Inmate Medication Compliance Agreement

Nurse Treatment

Wound Flow sheets
Vital Signs Flow sheets
Hemodialysis Flow sheets

Drug Testing

Consents

Ombudsman Consents
Request for NDCS records from outside source
Consent to Operate/Informed Consent

Refusals

Refusals for Chronic Care
Refusals for Sick Call
Diabetic Refusals
X-Ray Refusals
Audiogram Refusals
Spirometry Refusals
Sleep Study Refusals

Passes

Medical Passes
Medical Equipment Form
Lay in Form
Bottom Bunk Approval

Miscellaneous

Release Furlough Program (RFP)
Incident Report/Misconduct Report
Memorandum
Record of Medical Treatment
Staffing Sheet (if kept)
Court Order
Diet Assessments
Transportation Orders

PAGE TWO

**NDCS Discharge Summary (if applicable)
- attach printed med list
Progress Notes Notes/Chronological
Record of Medical Care
Medical Transfer Sheets
CIWA/COWS Assessment Orders
Nursing Protocol
MOD Telephone Report
(taped to large sheet of paper)

Specialty Clinics

Cardiovascular
Pulmonary
Tuberculosis
Infectious Disease
Diabetes
Neurological
Pregnancy
General Medicine

Immunizations

Consents for immunizations

Patient Education

PAGE THREE

Physical Exam
History and Physical Exam Form
*Note most current exam on top
Classification and Medical Clearance for food
Intra-system Screening Form

Referral/Consultants

Information received from consultants outside,
DCS medical system (except diagnostic studies)
Consultation Request Form

MEDICAL RECORDS DIRECTORY
Attachment A - AR 115.03
All items in chronological order

PAGE FOUR

Laboratory Order Worksheet
Coumadin Flow Sheet

Lab

Lab reports (small lab reports taped to large paper)

X-ray /Imaging Studies

Radiology Reports
Imaging Reports
Echo
Holter Monitor

EKG

EKGs

Diagnostic Testing

Audiogram
Spirometry
Sleep Studies

Optometry

Optometry Inmate Interview Request
Optometry Screening / Eye Exam
Optometry Service

PAGE FIVE

Psych

Psychiatric Notes (Inc. Psych Med Review)
Mental Health Referrals
Psych Refusals
AIMS Evaluation
Records brought in with the inmate at intake
Any psych information dated prior to current
Telemedicine Consent

History

Prior Medical History
Transfer (jail, etc)

PAGE SIX

Inmate Interview Requests (Medical)

Infirmary (SNF) Summary

Inpatient records for DEC, NSP, and TSCI
Reference Attachment B
Infirmary admissions (except diagnostic studies)

Bold/italic/underline denotes label dividers

Information **NOT** to be included in Medical Chart
Grievances
Emergency Referral (911)
Accident/Injury Reports
Non- Emergency Contacts

Effective: February 3, 1997

Revised: May 8, 2012

Revised: April 20, 2012

Revised: April 30, 2013

Revised: May 19, 2014

Revised: April 1, 2015

Revised: April 19, 2016

Revised March 22, 2017

Revised March 05, 2018