

# HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety  
Prison

SECTION: Administrative – Medical  
Records

POLICY # AD VI-15

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SUBJECT: Dialysis Records

EFFECTIVE DATE: September 2016  
SUPERCEDES DATE: May 2008

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## PURPOSE

To provide guidelines for the maintenance of dialysis medical records.

## POLICY

Dialysis records will be maintained in accordance with this procedure for all offenders receiving dialysis services as part of their care.

## PROCEDURE

### A. Dialysis Records

1. The offender health record (DC-394) for those offenders receiving dialysis treatment will be identified with a green sticker, labeled "Dialysis" placed at the top of record, just above the printed words "North Carolina". This indicates that there are additional separate volumes of offender records containing only Dialysis Flow Sheets.
2. **Only** Dialysis Flow Sheets are to be filed in a separate offender health record (DC-394).
3. The Dialysis Flow Sheets record will be identified with a green sticker; labeled "Dialysis Flow Sheets" placed at the top of the record, just above the printed words "North Carolina".
4. Subsequent volumes of Dialysis Flow Sheet records will be marked as Vol. A, Vol. B., Vol. C, and so on.
5. Dialysis documentation other than flow sheets will be filed in the appropriate sections of offender health record labeled "Dialysis".
6. Dialysis Flow Sheet records will accompany the "Dialysis" record with every offender's intra-departmental transfer.
7. Dialysis Flow Sheet records will be archived in the same manner as the offender health record.

### B. Dialysis Record - Electronic Health Record

1. The dialysis clinic will have access to the electronic health record to ensure continuity of care.
  - A. Dialysis documentation other than flow sheets will be scanned and filed in the appropriate sections of the electronic health record.
    1. The Flow sheets will be:
      - a. Labeled dialysis
      - b. Identified with green sticker
      - c. Used only for dialysis flow sheets
    2. Volumes of dialysis records will be:
      - a. Labeled Volume A, Volume B, Volume C, etc.
      - b. Accompany offender with all interdepartmental transfers
    3. Other documentation related to dialysis will be filed:
      - a. In appropriate section of the medical record
      - b. Under tab labeled dialysis.



9/21/2016

Paula Y. Smith, MD, Chief of Health Services      Date

SOR: Medical Records Director