

**TABLE OF CONTENTS**

		<b>SOR</b>	<b>Review Date</b>	<b>Revised Date</b>
<b>ADMINISTRATIVE (AD)</b>				
<b>I. Organization</b>				
AD I-1	Health Services Mission, Vision, Goals and Objectives	DIR. HS	2/12	2/12
AD I-2	Health Care Treatment Philosophy	DIR. HS	2/12	2/12
AD I-3	Overall Responsibilities	DIR. HS	7/10	10/08
AD I-4	Facility Procedures	DIR. HS	8/10	8/10
AD I-5	Definitions of Medical Mission	DIR NURSING	1/12	4/08
AD I-6	Nursing Procedure Manual	DIR NURSING	1/12	6/07
<b>II. Performance Improvement and Risk Management</b>				
AD II-1	Performance Improvement Plan	STD.DIR	7/17	7/17
AD II-2	Health Services Peer Review	STD.DIR	4/10	9/08
AD II-3	Medical Statistics and Reports	STD.DIR	4/10	10/07
AD II-4	Inmate Injuries (workman's comp)	STD.DIR	4/10	5/02
AD II-5	<b>Combined into AD II-14 Delete policy</b>			
AD II-6	<b>Combined into AD II-14 Delete Policy</b>			
AD II-7	Internal Medical Review	DIR. HS	4/10	4/09
AD II-8	Forensic Investigations (Body Cavity Searches)	DIR. HS	4/10	4/09
AD II-9	Nursing Quality Control Monitoring	DIR NURSING	1/12	4/11
AD II-10	Health Services Comprehensive Program	STD DIR	3/13	3/13
AD II-11	Instruments, sharps, key Control	Risk Manager	4/10	3/09
AD II-12	Identification of Patients	Risk Manager	None	9/13
AD II-13	Cardiopulmonary Resuscitation	Risk Manager	None	12/13
AD II-14	HS Electronic Event Reporting (HSE)	Risk Manager	New	10/2017
<b>III. Managed Care</b>				
AD III-1	Inmate Co-Pay	Chief of HS	1/16	1/16
AD III-2	Processing Disability Claims	DIR. HS	5/10	5/02
AD III-3	Utilization Review Plan	DEP. MDIR	6/14	6/14
AD III-4	Cosmetic Surgery	DEP. MDIR	11/10	5/02
AD III-5	Deleted 11/2/2017			
AD III-6	Pended UR Requests	DIR NURSING	9/16	9/16
AD III-7	Utilization Review Policies	DEP MDIR, UR SECTION	4/10	12/10
<b>IV. Patient's Rights</b>				
AD IV-1	Informed Consent	DIR. MR	2/14	2/14
AD IV-2	Involuntary Commitment	DIR. MH	4/10	9/07
AD IV-3	Confidentiality	DIR MR	6/17	6/17
AD IV-4	Medical Research	STD.DIR	5/14	5/14
AD IV-5	Inmates Right to Refuse Medical Treatment	STD.DIR	5/14	5/14
AD IV-6	Access to Foreign Language Translation	S W, Dir Nursing	1/12	1/12
<b>V. Death and Dying</b>				
AD V-1	Right to a Natural Death	DEP. MDIR & LEGAL COUNSEL	1/12	2/02
AD V-2	Procedures in Case of Death of an Inmate	STD.DIR	6/12	6/12
AD V-3	Organ Donations	DEP. MDIR	1/10	1/09
AD V-4	Transporting Bodies	INF. CLT.COOR	5/10	5/10
AD V-5	Revocation of DNR orders	MED. DIR	4/10	4/09
AD V-6	Right to Health Care Decisions	STD.DIR	5/11	5/11
AD V-7	Recognition of DNR Status	Dir HS	N/A	1/12

## TABLE OF CONTENTS

		SOR	Review Date	Revised Date
<b>VI. Medical Records</b>				
AD VI-1	Purpose and Composition of Medical Record	DIR MR	5/14	5/14
AD VI-2	Medical Record Committee	DIR MR	6/10	4/00
AD VI-3	Release of Confidential Information	DIR MR	5/14	5/14
AD VI-4	Combining Records & Creating Additional Volumes	DIR MR	8/14	8/14
AD VI-5	Mental Health Records/Tracking System	DIR MR	6/10	1/06
AD VI-6	Photographs and Videotapes	DIR MR	5/14	5/14
AD VI-7	Transfer of Medical Records	DIR MR	5/14	5/14
AD VI-8	Record Retention	DIR MR	8/10	8/10
AD VI-9	Retrieval of Parole/Release Records	DIR MR	4/11	4/11
AD VI-10	Coding and Indexing	DIR MR	8/10	8/09
AD VI-11	Medical Alert Labels	DIR MR	4/14	4/14
AD VI-12	Basic Medical Record Documentation	RISK MGR	4/14	4/14
AD VI-13	Forms Management	DIR MR	5/14	5/14
AD VI-14	Problem List	DEP MDIR , DENT DIR , DIR MH	9/14	9/14
AD VI-15	Dialysis Records	DIR MR	9/16	9/16
AD VI-16	Recording Data in OPUS	OPUS COORD	9/16	9/16
AD VI-17	HERO Downtime	Chief of HH	N/A	9/16
<b>VII. Facilities</b>				
AD VII-1	Facilities, Equipment, Supplies	NRS MGR, ADON DIR DON, DIR PHAR	1/12	4/11
AD VII-2	First Aid Kits	DIR. HS	7/10	9/05
AD VII-5	Emergency Medical Response Plans	CHIEF OF HS, RISK MGR	6/12	6/12
<b>VIII. Reporting</b>				
AD VIII-2	Notification of Serious Illness, Injury or Death of Hospitalized Patient	STD.DIR	8/10	3/04
AD VIII-3	Duty to Warn	DIR MH	1/14	1/14
AD VIII-4	Deleted refer to CP 18			
AD VIII-5	Reporting Positive Drug Finding During Dx. Work-up	STD.DIR	3/14	3/14
AD VIII-6	Medical Notification to Excuse from Work	DON	11/14	11/14
<b>PERSONNEL (P)</b>				
P-1	Nursing Staffing Standards	DON	1/12	1/12
P-2	Professional Licensure and Credentials Verification	DIR. DENTAL MR, PHAR, MH, DEP MDIR	4/11	4/11
P-3	Continuing Education	DISCIPLINE HDS	5/10	5/08
P-4	Use of Physician Extenders	DEP. MDIR	8/10	8/09
P-5	Use of Inmates in Health Care	DON	1/12	10/07
P-6	Nursing: Verification of Valid Licenses	DON	1/12	4/11
P-7	Medication Technicians	DON	1/16	1/16
P-8	Nursing Coverage	DON	1/12	3/10
P-9	Nursing Orientation, Mandatory Training	DON	1/12	5/10
P-10	Requesting Flexible & Alternate Work Schedules	DON	1/12	1/12
P-11	Social Work Staffing	DIR MH	5/12	5/12

**TABLE OF CONTENTS**

		<b>SOR</b>	<b>Review Date</b>	<b>Revised Date</b>
<b>II. Employee Health</b>				
<b>P II-1</b>	<b>MOVED TO IC-11</b>			
<b>P-II-2</b>	<b>MOVED TO IC-12</b>			
<b>P II-3</b>	<b>MOVED TO IC 13</b>			
<b>P II-4</b>	<b>MOVED TO IC-14</b>			
P II-5	BBP Exposure to DOP Employees	INF CTRL COOR	7/14	7/14
<b>P II-6</b>	<b>Moved to IC 10</b>			
<b>ASSESSMENT OF PATIENT (A)</b>				
A-1	Receiving Screening	DEP. MDIR	1/14	1/14
A-2	Inmate Physical Exam & PULHEAT	DEP. MDIR	7/17	7/17
A-3	Lab Services	DEP. MDIR	5/14	5/14
A-4	Radiology Services	DIR. HS	5/14	5/14
A-5	Offenders in Segregation	CHIEF OF HS	11/14	11/14
A-6	Disciplinary Actions for Mental Health Patients	DIR. MH	6/10	12/08
A-7	Court Ordered STD Testing	INF CTRL COOR	2/14	2/14
A-8	Paternity Testing	STD.DIR.	11/14	11/14
A-9	Patient Acuity Rating System	DON	4/16	4/16
A-10	Falls Screening/Alert	STD.DIR	4/10	8/04
A-11	Vision Screening	DEP. MDIR	3/17	3/17
A-12	Intersystem and Intrasystem Mental Health Services Screening, Appraisal and Evaluation	DIR MH	4/12	4/12
A-13	Infusion therapy and Blood Components Administration	DIR. NUR	N/A	4/16
<b>PLANNING PATIENT CARE (PL)</b>				
PL-1	Procedures for Chronic Disease	DEP. MDIR	6/13	6/13
PL-2	Initial Nursing Care Plan for Mental Health	DIR MH	1/12	3/02
<b>PATIENT EDUCATION (PE)</b>				
PE-1	Health Orientation	DON, ADON	1/14	1/14
PE-2	Inmate Health Education/Health Promotion	DON	10/14	10/14
PE-3	Refer to Policy N-1 Deleted			
PE-4	Refer to Policy TX II-7 Deleted			
<b>CARE AND TREATMENT OF PATIENT (TX)</b>				
<b>I. Access to Services</b>				
TX I-1	Sick Call	DON	1/16	1/16
TX I-2	Specialty Medical Clinics	DEP. MDIR	9/16	9/16
TX I-3	Mental Health Outpatient Clinics	DIR. MH	6/11	6/11
TX I-4	Medical Treatment Services Outside DOP	DEP. MDIR	7/12	7/12
TX I-5	Mental Health Services Outside DOP	MH		Policy Deleted
TX I-6	Mental Health Day Treatment	DIR MH	11/10	12/08
<b>TX I-7</b>	<b>CPR</b>	<b>DELETED</b>	<b>12/30/2013</b>	
TX I-8	Telephone Triage	DON	1/17	1/17
TX I-9	Detoxification and Drug Withdrawal	DEP. MDIR	1/12	1/12
TX I-10	Oxygen	DON	6/14	6/14
TXI-11	Mass Casualties	DON	9/16	9/16
TX I-12	Mental Health Outpatient Services - Telepsychiatry Clinics	DIR. MH		4/12
TX I-13	Evaluation and Management of Disorders of Gender Identity	DIR. MH	6/2104	10/2014
TX I-14	Adult residential Treatment Services	DIR MH	NA	10/13

**TABLE OF CONTENTS**

		<b>SOR</b>	<b>Review Date</b>	<b>Revised Date</b>
<b>II. Medication Administration</b>				
TX II-1	Drug Formulary	DIR PHAR	2/17	2/17
TX II-2	Deleted and combined into TX II-4			
TX II-3	Valid Orders and Treatment Protocols	DIR PHAR DEPMDIR	1/17	1/17
TX II-4	Medication Procurement and Returns	DIR. PHAR	1/17	1/17
TX II-5	Starter Dose Program	DIR. PHAR	1/17	1/17
TX II-6	Inmates Transferred on Medications	DON, DIR. PHAR,	2/17	2/17
TX II-7	Medication Administration Methods, Documentation and Education	DON	7/17	7/17
TX II-8	Involuntary Administration of Psychotropic Medications	DIR MH	6/12	6/12
TX II-9	Medication Duration for Outpatient Services	DIR. PHAR	1/17	1/17
TX II-10	Documentation of Medication Administration	DIR. PHAR	3/13	3/13
TX II-11	Psychotropic Medication Review	DIR MH	12/16	12/16
TX II-12	Controlled Substances	DIR. PHAR	1/17	1/17
TX II-13	Non-Prescription Medication in Canteen	DIR. PHAR	1/17	1/17
TX II-14	Drug Storage	DIR. PHAR	1/17	1/17
TX II-15	Drug Recall	DIR. PHAR	1/17	1/17
TX II-16	Offender Release with Medications	DIR. PHAR	7/2017	7/2017
<b>TX II-17</b>	<b>Deleted and Combined into TX II-1</b>			
TX II-18	Inmate Medication Refill Request System	DIR. PHAR	4/12	4/12
TX II-19	PRN (as Needed) Medication, Administration of	DIR. PHAR	4/10	6/07
TX II-20	Transcription of Orders	DIR NURSING	1/12	6/11
TX II-21	Procuring Medications for Inmate Workman's Comp Cases	DIR NURSING	1/12	10/07
TX II-22	Mental Health Preferred Drug List	DIR MH	N/A	11/10
<b>TX II-23</b>	<b>Automated dispensing Cabinets</b>	<b>DIR Phar</b>	<b>1/2018</b>	<b>1/2018</b>
<b>III. Restrictive Procedures</b>				
TX III-1	Therapeutic Seclusion	DIR. MH	7/10	9/07
TX III-2	Therapeutic Restraint	DIR. MH	7/10	10/08
TX III-3	Use of Restraints for Medical Purposes	DEP.MDIR, DON	10/14	10/14
TX III-4	Use of Single Cell	DIR.MH	7/10	10/08
TX III-5	Assessment & Care of Patient on Special Management Meals	STD DIR	10/14	10/14
TX III-6	Assessment & Care of Patient on Finger Food Diet	STD DIR	10/10	10/08
TX III-7	Self Injurious Behavior	DR.MH	06/16	06/16
TX III-8	Medical Care With Use of Force and/or Incidents Involving Trauma to an Offender	STD DIR	10/14	10/14
TX III-9	Suicide Prevention Program	DRMH	NA	6/16
<b>IV. Infection Control (IC)</b>	Moved to Section VII. See below.			
<b>V. Dental Services</b>				
TX V-1	Dental Responsibilities	DENTAL COM	5/14	5/14
TX V-2	Asepsis Dental Procedures	DENTAL COM	5/14	5/14
TX V-3	Dental Exams and Assessments	DENTAL COM	3/16	3/16
TX V-4	Access to Dental Care and Dental Priorities	DENTAL COM	5/14	5/14
TX V-5	Preventive Dentistry	DENTAL COM	5/14	5/14
TX V-6	Types of Dental Treatments Provided	DENTAL COM	3/16	3/16
TX V-7	Periodontal Treatment	DENTAL COM	3/16	3/16
TX V-8	Orthodontics	DENTAL COM	5/14	5/14

## TABLE OF CONTENTS

		SOR	Review Date	Revised Date
TX V-9	Dental Records and Reports	DENTAL COM	5/14	5/14
TX V-10	Dental Hygiene Under Direction	DENTAL COM	5/14	5/14
TX V-11	Dental Holds	DENTAL COM	3/16	3/16
<b>VI. Activities of Daily Living</b>				
TX VI-1	Inmate Personal Hygiene	INF CTRL COOR	1/12	2/02
TX VI-2	Therapeutic Diets & Supplemental Nourishment	DIR. FOOD SER	8/10	8/09
TX VI-3	Refer to Policy N-5 Deleted			
TX VI-4	Grinding of Toe Nails & Calluses	DEP. MDIR	11/10	2/02
<b>VII. Disabilities</b>				
TX VII-1	Developmental Disabilities	SOCIAL WORK	8/10	8/07
TX VII-2	Physical Disabilities	SOCIAL WORK	8/10	8/09
TX VII-3	Durable Medical Equipment (DME) and Medical Appliances	DEP. MDIR	10/14	10/14
<b>CONTINUITY OF PATIENT CARE (CC)</b>				
CC-1	Continuity of Care	SOCIAL WORK	4/14	4/14
CC-2	Hospitalization & In-patient Medical Services	DEP. MDIR, UR,	4/14	4/14
CC-3	Transfers, Appropriate Medical Placements & Medical Hold	DON, DEP. MDIR DIR POP MGMT	5/14	5/14
CC-4	Pregnant Inmates	DEP. MDIR	3/14	3/14
CC-5	Aged and Infirm Inmates	DIR. HS	5/14	5/14
CC-6	Mental Health Services – Case Finding & Patient Flow	DIR MH	8/10	10/08
CC-7	Transfer Procedures for Referral to Mental Health	DIR MH	8/10	10/08
CC-8	Aftercare for Planning for Inmates HS	SOCIAL WORK, INF CTRL COOR, DON DIR CASE MGE	1/12	11/07
CC-9	Social History	SOCIAL WORK	5/10	5/03
CC-11	Extending the Limits of Confinement	DEP. MDIR	8/17	8/17
CC-12	Medical Release	Chief of HS	8/17	8/17
CC-13	Offender, Family Correspondence and Calls	Chief of HS	3/14	3/14
CC-14	Medicaid Application Process	SOCIAL WORK	NA	12/12
<b>Nutrition (N)</b>				
N-1	Therapeutic Diet Orientation	DON	3/16	3/16
N-5	Management of Offenders Refusing to Eat	CHIEF OF HS	10/14	10/14
<b>Infection Control (IC)</b>				
IC-1	Sterilization and Disinfection	INF CTRL COOR	1/16	1/16
IC-2	Sanitation of Medical Areas & Equipment	INF CTRL COOR	9/16	9/16
IC-3	Communicable Disease	INF CTRL COOR	1/16	1/16
IC-4	Standard Precautions	INF CTRL COM	1/15	1/15
IC-5	Inmate Exposure to BBP	INF CTRL COM	9/16	9/16
IC-6	Tuberculosis Control Plan	DEP. MDIR, INF CTRL NRS	9/16	9/16
IC-7	Management of HIV Infection/Acquired Immune	INF CTRL COM	1/12	9/10
IC-8	Immunizations	INF CTRL COM	5/16	5/16
IC-10	BBP Exposure/Employees of other Agencies	INF CTRL COM	9/16	9/16
IC-11	Employee Vaccinations and TB Screening	INF CTRL COM	9/16	9/16
IC-12	Injuries to Staff and Occupational Exposure to DPS Staff and Staff from other Agencies	INF CTRL COM	1/16	1/16
IC-13	Treatment of injured or sick staff	Chief of HS	9/16	9/16

**TABLE OF CONTENTS**

		<b>SOR</b>	<b>Review Date</b>	<b>Revised Date</b>
IC-14	HC Worker's Infected with HIV and/or HBV	INF CTRL COM	1/16	1/16