	SOR	Review	Revised
		Date	Date
	•		

ADMINISTRATIVE (AI	D)			
I. Organization				
AD I-1	Health Services Mission, Vision, Goals and	DIR. HS	2/12	2/12
	Objectives			
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
II. Performance				
Improvement and Risk				
Management				
AD II-1	Performance Improvement Plan	STD.DIR	7/17	7/17
AD II-2	Health Services Peer Review	STD.DIR STD.DIR	4/10	9/08
AD II-3	Medical Statistics and Reports	STD.DIR STD.DIR	4/10	10/07
AD II-4	Inmate Injuries (workman's comp)	STD.DIR	4/10	5/02
AD II-5	Medication Variances/Incidents Reports	STD.DIR	4/10	4/09
AD II-6	Medical Incidents & Adverse Events	STD.DIR	4/16	4/16
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
III. Managed Care				
			_	
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	Medical Claims Receipts	DIR NURSING	1/12	10/07
AD III-6	Pended UR Requests	DIR NURSING	9/16	9/16
AD III-7	Utilization Review Policies	DEP MDIR, UR	4/10	12/10
		SECTION		
IV. Patient's Rights				
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 Matin Descent	DIR MR	6/17	6/17
AD IV-4	Medical Research Inmates Right to Refuse Medical Treatment	STD.DIR	5/14	5/14
AD IV-5 AD IV-6	Access to Foreign Language Translation	STD.DIR	5/14 1/12	5/14 1/12
	Access to Foreign Language Translation	S W, Dir Nursing	1/12	1/12
V. Death and Dying				
AD V-1	Right to a Natural Death	DEP. MDIR &	1/12	2/02
	The second s	LEGAL	1,12	2,02
		COUNSEL		
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

	SOR	Review	Revised
		Date	Date

VI. Medical Records				
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	414
AD VI-13	Forms Management	DIR MR	5/14	5/14
AD VI-14	Problem List	DEP MDIR ,	9/14	9/14
		DENT DIR, DIR		
		MH		
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
VII. Facilities		·		
AD VII-1	Facilities, Equipment, Supplies	NRS MGR, ADON	1/12	4/11
	r aennies, Equipment, Supplies	DIR DON, DIR	1/12	
		PHAR		
AD VII-2	First Aid Kits	DIR. HS	7/10	9/05
AD VII-5	Emergency Medical Response Plans	CHIEF OF HS,	6/12	6/12
		RISK MGR	0/12	0/12
VIII. Reporting				
AD VIII-2	Notification of Serious Illness, Injury or Death	STD.DIR	8/10	3/04
	of Hospitalized Patient			
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
PERSONNEL (P)				
P-1	Nursing Staffing Standards	DON	1/12	1/12
P-2	Professional Licensure and Credentials	DIR. DENTAL	4/11	4/11
	Verification	MR, PHAR, MH,		
		DEP MDIR		
P-3	Continuing Education	DISCILINE 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

	SOR	Review	Revised
		Date	Date
	•	•	

II. Employee Health				
P II-1	MOVED TO IC-11			
P-II-2	MOVED TO IC-12			
P II-3	MOVED TO IC 13			
P II-4	MOVED TO IC-14			
P II-5		INF CTRL COOR	7/14	7/14
<u>P II-5</u> P II-6	BBP Exposure to DOP Employees Moved to IC 10	INF CIRL COOR	//14	//14
ASSESSMENT OF PAT	IENT (A)			
A-1	Receiving Screening	DEP. MDIR	1/14	1/14
A-2	Inmate Physical Exam & PULHEAT	DEP. MDIR	8/14	8/14
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	DIR MH	4/12	4/12
	Services Screening, Appraisal and Evaluation			
A-13	Infusion therapy and Blood Components Administration	DIR. NUR	N/A	4/16
PLANNING PATIENT CA				
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
PATIENT EDUCATION				
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			
CARE AND TREATME				
I. Access to Services				
		DON	1/16	1/16
TX I-1	Sick Call	DON	1/16	1/16
TX I-1 TX I-2	Specialty Medical Clinics	DEP. MDIR	9/16	9/16
TX I-1 TX I-2 TX I-3	Specialty Medical Clinics Mental Health Outpatient Clinics	DEP. MDIR DIR. MH	9/16 6/11	9/16 6/11
TX I-1 TX I-2 TX I-3 TX I-4	Specialty Medical ClinicsMental Health Outpatient ClinicsMedical Treatment Services Outside DOP	DEP. MDIR DIR. MH DEP. MDIR	9/16	9/16 6/11 7/12
TX I-1 TX I-2 TX I-3 TX I-4 TX 1-5	Specialty Medical ClinicsMental Health Outpatient ClinicsMedical Treatment Services Outside DOPMental Health Services Outside DOP	DEP. MDIR DIR. MH DEP. MDIR MH	9/16 6/11 7/12	9/16 6/11 7/12 Policy Deleted
TX I-1 TX I-2 TX I-3 TX I-4 TX 1-5 TX I-6	Specialty Medical Clinics Mental Health Outpatient Clinics Medical Treatment Services Outside DOP Mental Health Services Outside DOP Mental Health Day Treatment	DEP. MDIR DIR. MH DEP. MDIR MH DIR MH	9/16 6/11 7/12 11/10	9/16 6/11 7/12 Policy
TX I-1 TX I-2 TX I-3 TX I-4 TX 1-5	Specialty Medical ClinicsMental Health Outpatient ClinicsMedical Treatment Services Outside DOPMental Health Services Outside DOP	DEP. MDIR DIR. MH DEP. MDIR MH	9/16 6/11 7/12	9/16 6/11 7/12 Policy Deleted
TX I-1 TX I-2 TX I-3 TX I-4 TX 1-5 TX I-6	Specialty Medical Clinics Mental Health Outpatient Clinics Medical Treatment Services Outside DOP Mental Health Services Outside DOP Mental Health Day Treatment	DEP. MDIR DIR. MH DEP. MDIR MH DIR MH	9/16 6/11 7/12 11/10	9/16 6/11 7/12 Policy Deleted
TX I-1 TX I-2 TX I-3 TX I-4 TX 1-5 TX 1-6 TX I-6 TX I-7	Specialty Medical Clinics Mental Health Outpatient Clinics Medical Treatment Services Outside DOP Mental Health Services Outside DOP Mental Health Day Treatment CPR	DEP. MDIR DIR. MH DEP. MDIR MH DIR MH DELETED	9/16 6/11 7/12 11/10 12/30/2013	9/16 6/11 7/12 Policy Deleted 12/08
TX I-2 TX I-3 TX I-4 TX 1-5 TX 1-6 TX I-6 TX I-7 TX I-8	Specialty Medical Clinics Mental Health Outpatient Clinics Medical Treatment Services Outside DOP Mental Health Services Outside DOP Mental Health Day Treatment CPR Telephone Triage	DEP. MDIR DIR. MH DEP. MDIR MH DIR MH DELETED DON	9/16 6/11 7/12 11/10 12/30/2013 1/17	9/16 6/11 7/12 Policy Deleted 12/08 1/17
TX I-1 TX I-2 TX I-3 TX I-4 TX 1-5 TX I-6 TX I-6 TX I-7 TX I-8 TX I-9	Specialty Medical Clinics Mental Health Outpatient Clinics Medical Treatment Services Outside DOP Mental Health Services Outside DOP Mental Health Day Treatment CPR Telephone Triage Detoxification and Drug Withdrawal	DEP. MDIR DIR. MH DEP. MDIR MH DIR MH DELETED DON DEP. MDIR	9/16 6/11 7/12 11/10 12/30/2013 1/17 1/12	9/16 6/11 7/12 Policy Deleted 12/08 1/17 1/12
TX I-1 TX I-2 TX I-3 TX I-4 TX 1-5 TX I-6 TX I-7 TX I-8 TX I-9 TX I-10	Specialty Medical Clinics Mental Health Outpatient Clinics Medical Treatment Services Outside DOP Mental Health Services Outside DOP Mental Health Day Treatment CPR Telephone Triage Detoxification and Drug Withdrawal Oxygen	DEP. MDIR DIR. MH DEP. MDIR MH DIR MH DELETED DON DEP. MDIR DON	9/16 6/11 7/12 11/10 12/30/2013 1/17 1/12 6/14	9/16 6/11 7/12 Policy Deleted 12/08 1/17 1/12 6/14
TX I-1 TX I-2 TX I-3 TX I-4 TX 1-5 TX I-6 TX I-7 TX I-8 TX I-9 TX I-10 TXI-11	Specialty Medical Clinics Mental Health Outpatient Clinics Medical Treatment Services Outside DOP Mental Health Services Outside DOP Mental Health Day Treatment CPR Telephone Triage Detoxification and Drug Withdrawal Oxygen Mass Casualties Mental Health Outpatient Services -	DEP. MDIR DIR. MH DEP. MDIR MH DIR MH DELETED DON DEP. MDIR DON DON	9/16 6/11 7/12 11/10 12/30/2013 1/17 1/12 6/14	9/16 6/11 7/12 Policy Deleted 12/08 1/17 1/12 6/14 9/16
TX I-1 TX I-2 TX I-3 TX I-4 TX 1-5 TX I-6 TX I-7 TX I-8 TX I-9 TX I-10 TXI-11	Specialty Medical Clinics Mental Health Outpatient Clinics Medical Treatment Services Outside DOP Mental Health Services Outside DOP Mental Health Day Treatment CPR Telephone Triage Detoxification and Drug Withdrawal Oxygen Mass Casualties	DEP. MDIR DIR. MH DEP. MDIR MH DIR MH DELETED DON DEP. MDIR DON DON	9/16 6/11 7/12 11/10 12/30/2013 1/17 1/12 6/14	9/16 6/11 7/12 Policy Deleted 12/08 1/17 1/12 6/14 9/16

	SOR	Review	Revised
		Date	Date

II. Medication Administration				
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	Methods of Medication Administration	DON	1/12	2/12
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
TX II-17	Deleted and Combined into TX II-1			
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
TX II-23	Automated dispensing Cabinets	DIR Phar	N/A	9/2017
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 Inmate	STD DIR	10/14	10/14
TX III-9	Suicide Prevention Program	DRMH	NA	6/16
IV. Infection Control IC)	Moved to Section VII. See below.			
V. Dental Services				
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
	Preventive Dentistry	DENTAL COM	5/14	5/14
TX V-5		1	2/16	
TX V-5 TX V-6	Types of Dental Treatments Provided	DENTAL COM	3/16	3/16
		DENTAL COM DENTAL COM	3/16	3/16
TX V-6	Types of Dental Treatments Provided			
TX V-6 TX V-7	Types of Dental Treatments Provided Periodontal Treatment	DENTAL COM	3/16	3/16

		SOR	Review Date	Revised Date
TX V-10	Dental Hygiene Under Direction	DENTAL COM	5/14	5/14
TX V-11	Dental Holds	DENTAL COM	3/16	3/16
VI. Activities of Daily Living				
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
VII. Disabilities				
TX VII-1	Developmental Disabilities	SOCIAL WORK	8/10	8/07
TX VII-1 TX VII-2	Physical Disabilities	SOCIAL WORK	8/10	8/07
TX VII-3	Durable Medical Equipment (DME) and	DEP. MDIR	10/14	10/14
	Medical Appliances		10/11	10/11
CONTINUITY OF PAT				
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 MGMENT	5/14	5/14
CC-4	Pregnant Inmates	DEP. MDIR	3/14	3/14
CC-5	Aged and Infirmed Inmates	DIR. HS	5/14	5/14
CC-6	Mental Health Services – Case Finding &	DIR MH	8/10	10/08
	Patient Flow			
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,	1/12	11/07
		INF CTRL COOR, DON DIR CASE MGE		
CC-9	Social History	SOCIAL WORK	5/10	5/03
CC-11	Extending the Limits of Confinement	DEP. MDIR	4/10	9/07
CC-12	Medical Release	Chief of HS	12/14	12/14
CC-13	Offender, Family Correspondence and Calls	Chief of HS	3/14	3/14
CC-14 Nutrition (N)	Medicaid Application Process	SOCIAL WORK	NA	12/12
Nutrition (IN)				
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
Infection Control (IC)				
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 IC-6	Inmate Exposure to BBP Tuberculosis Control Plan	INF CTRL COM DEP. MDIR, INF	9/16 9/16	9/16 9/16
IC-0	Tuberculosis Control Flan	CTRL NRS	9/10	9/10
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
IC-14	HC Worker's Infected with HIV and/or HBV	INF CTRL COM	1/16	1/16

SOR	Review	Revised
	Date	Date