

Chapter: Health Records Management	<b>Effective Date: 4/15/17</b>
<b>Title: Transfer of Medical Records</b>	Page: 1 of 2
	Replaces: HHS.85.10, 07/15/11

(a) **Standard.**

- (1) Each youth's medical information is accessible in the electronic health record (EHR) at all Texas Juvenile Justice Department (TJJD) secure residential facilities and halfway houses.
- (2) A discharge summary is completed before a youth is transferred from one facility to another, released to parole, or discharged from TJJD.

(b) **Procedures.**

(1) **Transfer among TJJD Facilities.**

- (A) The **human services specialist (HSS)** notifies the institution nurse or nurse coordinator for health services (NCHS) of a youth's transfer date at least seven workdays in advance.
- (B) The **NCHS** prepares a [Discharge Summary, HLS-610](#), no earlier than 14 workdays before the transfer.
- (C) The **institution nurse** removes all youth records from the Daily Health Records Binder and scans the records into the EHR as soon as possible after transfer.

(2) **Transfer to TJJD Contract Placement.**

- (A) The **HSS** notifies the institution nurse or NCHS of the transfer date at least seven workdays in advance.
- (B) The **NCHS** prepares an HLS-610 no earlier than 14 workdays before transfer, including all pertinent information, and obtains the youth's signature, if feasible.
- (C) The **NCHS** sends an email to the HSS and lists in the body of the email all the documents that are included as attachments. Those documents include:
  - (i) copies of the HLS-610;
  - (ii) most recent physical and dental examinations;
  - (iii) immunization record;
  - (iv) PPD test (i.e., tuberculosis skin test) results, along with the TB-400a or TB-400b and chest x-ray, as applicable;
  - (v) vision and hearing screenings; and
  - (vi) any other pertinent information.
- (D) The **NCHS** ensures that a copy of the email referenced in (C) is scanned into the EHR for verification.
- (E) The **HSS** prints all attachments to the email received from the NCHS and prepares a medical record packet, including a 30-day supply of prescribed medication.
- (F) The **HSS** forwards the medical record packet and prescribed medication when the youth departs for transfer, in accordance with [HHS.30.27](#).
- (G) The **institution nurse** removes all youth records from the Daily Health Records Binder and scans the records into the EHR as soon as possible after transfer.

(3) **Release Home or Discharge from TJJD.**

- (A) The **HSS** notifies the institution nurse or NCHS of the release date at least seven workdays in advance of release or discharge from TJJD.
  - (B) The **NCHS** completes an [HLS-610](#) no earlier than 14 workdays before discharge and obtains the youth's signature, if feasible.
  - (C) The **NCHS** completes the [Medication Follow-Up form, HLS-200a](#), and the [Medical/Dental Appointment Follow-up form, HLS-200b](#), for youth and/or parental notification of continuing medications and required follow-up appointments.
  - (D) The **NCHS** scans and emails to the HSS all documents referenced in (B) and (C) and all immunization records for placement into the youth's portfolio.
  - (E) The **NCHS** ensures that a copy of the email referenced in (D) is scanned into the EHR for verification.
  - (F) The **institution nurse** notifies appropriate staff of any needed follow-up care.
  - (G) The **institution nurse** removes all youth records from the Daily Health Records Binder and scans the records into the EHR as soon as possible after the youth's release or discharge.
  - (H) The **HSS** or a **juvenile correctional officer** sends any hard copy records to the Central Office Records Department by certified mail or by TJJD's preferred courier service.
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