

Chapter: Health Records Management
Title: Transfer of Medical Records

Effective Date: 7/15/11, T-1
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Replaces: HHS.85.10
Dated: 5/1/06

ACA Standard(s): 3-JCRF-4C-28

(a) **Standard.**

The youth's medical record is accessible through the Electronic Medical Record (EMR) at all TYC residential facilities. A discharge summary is completed prior to transfer from one facility to another and prior to release to parole or discharge.

(b) **Procedures.**

(1) **Transfer within TYC facilities.**

- (A) Notify the nurse of the transfer date at least seven (7) workdays in advance.
Person Responsible: Human Services Specialist (HSS)
- (B) Ensure all medical records are current and scanned into the EMR.
Person Responsible: Nurse
- (C) Prepare a Discharge Summary, HLS-610.
Person Responsible: Nurse
- (D) Remove all youth records from the daily health record binder(s) and scan into the EMR in the appropriate location on the day of transfer or as soon as possible.
Person Responsible: Nurse

(2) **Referral to TYC Contract Placement.**

- (A) Prepare a discharge summary, HLS-610, noting what items need to be attached for sending to the placement facility.
Person Responsible: Nurse
- (B) Print the discharge summary and attach copies of the most recent physical and dental examinations, immunization record, vision and hearing screenings, and other pertinent information.
Person Responsible: Nurse
- (C) Ensure all medical records are current and scanned into the EMR.
Person Responsible: Nurse
- (D) Remove all youth records from the daily health record binder(s) and scan into the EMR in the appropriate location on the day of transfer or as soon as possible.
Person Responsible: Nurse
- (E) Prepare a medical record packet in accordance with GAP.99.11 and provide to the transporter along with any prescribed medication.
Person Responsible: Nurse
- (F) Forward the medical record packet when the youth departs for transfer.
Person Responsible: HSS

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

- (A) Notify the nurse of the release date at least seven (7) workdays in advance.
Person Responsible: HSS

- (B) Complete a discharge summary, HLS-610, with all pertinent information and obtain the youth's signature if feasible.
Person Responsible: Nurse
 - (C) Notify appropriate staff of any needed follow-up care.
Person Responsible: Nurse
 - (D) Ensure all medical information is current and scanned into the EMR.
Person Responsible: Nurse
 - (E) Overnight any hard copy medical records to the Central Office Records Department.
Person Responsible: HSS/JCO
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