

Chapter: Youth Health
Title: Off-Campus Medical Visits

Effective Date: 7/15/11, T-1
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Replaces: HHS.25.10
Dated: 5/1/06

ACA Standard(s): 3-JCRF-4C-02

(a) **Standard.**

Texas Youth Commission (TYC) staff will accompany youth to all medical visits and are responsible for receiving, understanding, and reporting instructions and orders given by the health care provider. TYC staff are responsible for managing off-campus medical records.

(b) **Procedures.**

- (1) Notify nurse of needed health care visit.
Person Responsible: Human Services Specialist (HSS) / Juvenile Correctional Officer (JCO)
- (2) Obtain pre-certification number, if applicable.
Person Responsible: Nurse
- (3) Schedule appointment.
Person Responsible: Nurse/HSS/JCO
- (4) Prepare off-campus packet.
Person Responsible: HSS/JCO /Nurse
 - (A) Packets include, but are not limited to: Off-Campus Consultation Report, HLS-120, and copies of any pertinent medical information (i.e., laboratory results, x-ray reports, previous referral notes, and Consent for Treatment Form HLS-780m or HLS-780d, if applicable). A copy of the CMC Formulary should be taken to all appointments for reference.
 - (B) If the youth will be staying overnight, include medications and medication instructions that are needed while the youth is off site.
 - (C) Place all records in a sealed envelope and give the envelope, map, and Medical Information for Youth Transfer Form, HLS-907, to the TYC staff transporting the youth.
 - (D) Do NOT take the original medical file out of the facility.
- (5) Arrange transportation.
Person Responsible: HSS/JCO
- (6) Notify parent/guardian if required.
Person Responsible: Superintendent
- (7) Facilitate getting informed consent if required.
Person Responsible: HSS/Superintendent /Nurse
- (8) Have health care provider complete appropriate sections of the HLS-120.
Person Responsible: HSS/JCO
- (9) Receive and understand the doctor's orders and instructions given by the health care provider. Be sure that you can read the written instructions and understand how to carry out the instructions before leaving the provider's office (if you have any questions upon return to the halfway house, contact the health services administrator).
Person Responsible: HSS/JCO

- (10) Report results of the visit to the HSS.
Person Responsible: JCO
 - (11) Document the results of the visit on the Treatment and Intervention Record, HLS-505.
Person Responsible: HSS/JCO
 - (12) Fax the order or prescription to the assigned institutional medical clinic.
Person Responsible: HSS/JCO
 - (13) Enter the medication order into the EMR.
Person Responsible: Institutional Nurse
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