

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.15</u>
SUBJECT: <b>OUTSIDE MEDICAL APPOINTMENTS</b>  PROPONENT: <u>Helen Hanks, Administrative Dir.</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>04/01/14</u> REVIEW DATE <u>04/01/15</u> SUPERSEDES PPD# <u>6.15</u> DATED <u>06/15/06</u>
ISSUING OFFICER:  <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To establish a policy for scheduling medical appointments for inmates/residents community based healthcare appointments.

II. APPLICABILITY:

To all healthcare staff, interstate compact coordinator, security staff, and administrative personnel.

III. POLICY:

It is the policy of the Department of Corrections that arrangements will be made for consultations with medical specialists when necessary, or hospitalization will be arranged for medical issues when the health care needs of the inmate are beyond the facilities' resources as determined by the health authority. Transportation will be provided under the appropriate security provisions.

IV. PROCEDURES:

A. Scheduling

1. The transportation team is designated as the appointment coordinator with assistance from the institution's Nurse Coordinator or medical records staff as needed.
2. The transportation team will be provided a medical consultation sheet with the following information:
  - a. Inmate's name, date of birth and identification number
  - b. Destination and priority of appointment
3. The transportation team will arrange the appointment time with the outside agency and document this appointment using the Offender Management System.
4. If the appointment is for a diagnostic test that requires special preparation of the inmate, it is the responsibility of the transportation team to notify the on-site nurse of the date of the test so that planning and implementation of the preparation can be accomplished.
5. If an appointment has to be cancelled due to non-medical emergencies (i.e., court, and out-of-state transport) the Provider ordering the consult or on-site nurse must be notified in case the appointment is crucial to the health care of the inmate. The Transportation

Team will retain the medical consultation sheet to reschedule the appointment with coordination from the ordering provider to assure effective communication regarding the inmate/residents care plan.

6. The Transportation team will provide same day notification and/or documentation to the nursing staff on-site where the inmate/resident is housed of health information provided to them by the consulting healthcare provider in order to ensure continuity of care planning.

B. Special provisions for inmates of other legal jurisdictions housed at New Hampshire State Prisons

1. When an inmate from another legal jurisdiction (county, interstate compact etc.) requires emergent medical attention for a serious condition that exceeds prison-based healthcare services, the inmate will be sent emergently for medical care and the sending jurisdiction will be informed after the emergency is resolved.
3. When an inmate from another legal jurisdiction requires medical attention that exceeds prison-based healthcare services but immediate action is not necessary, the receiving agency will provide the sending agency with the diagnosis, recommended treatment and estimated cost. The sending agency has the option of authorizing the expenditure or the NH Department of Corrections can seek to return the inmate to the sending agency, if the medical request is medically necessary for treatment.
4. When advanced approval for an outside medical procedure or appointment is necessary the following steps will be followed:
  - a. The prison medical authority or designee calls the sending agency contact person to describe the medical problem, recommended treatment or examination, and estimated cost.
  - b. Following approval, the consult sheet will be annotated as to approving person's name and the regular scheduling process is followed.
  - c. When the bill is received, it will be forwarded to the Division of Fiscal Management for collection.
5. The quality of medical care should not be reduced or delayed because of billing problems. All invoices related to inmates of other legal jurisdictions are to be forwarded to the Division of Fiscal Management for collection.

C. Emergency transports

1. If a non life-threatening emergency arises outside normal working hours, the nurse on duty will notify the shift commander.
2. The nurse on duty will determine whether the inmate is to be transported by prison correctional officers in a vehicle or whether the inmate's condition warrants transportation by ambulance.
3. In cases of a life-threatening emergency, PPD 6.47, Emergency Medical Response, will be followed.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition. Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards  
**4-4348**

Standards for Adult Probation and Parole Field Services  
Third Edition. Standards

Standards for Adult Residential Community Services  
Fourth Edition Standards

Standards for Health Services in Prisons  
National Commission on Correctional Health Care 2008  
**P-D-05**

Other  
**PPD 6.47 Emergency Medical Response**

HANKS/clr