


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.53</u>
SUBJECT: PERMITTED INDEPENDENT HEALTHCARE EXAMINATIONS/ ASSESSMENTS PROPONENT: <u>Paula Mattis, Director, Medical and Forensic Services</u> Name/Title <u>Medical/Forensic Services 271-3707</u> Office Phone #	EFFECTIVE DATE: <u>05/18/2018</u> REVIEW DATE: <u>05/18/2020</u> SUPERSEDES PPD# <u>6.53</u> DATED <u>03/30/12</u>
ISSUING OFFICER:  Helen E. Hanks, Commissioner	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To provide guidance for the use of Health Service facilities and transportation services by outside agents as it pertains to permitted independent healthcare examinations/assessments. The purpose of such access is to permit independent healthcare examinations/assessments of patients for Worker's Compensation and determination of disability as required by state and federal agencies such as Social Security, Vocational Rehabilitation, and Veteran's Administration.

II. APPLICABILITY:

To all outside agents requesting or ordered to conduct healthcare examinations/assessments as required by state and federal agencies.

III. POLICY:

It is the policy of the Department of Corrections (NHDOC) that independent examiners shall be permitted to meet with people under department control (PUDC) for the purposes of conducting an assessment or examination and to allow for transportation of PUDC outside of NHDOC facilities based on safety considerations, security issues and staffing resources for such examinations/assessments This policy shall not apply to a NHDOC directed examination/assessment.

IV. PROCEDURE:

A. Independent Healthcare Examinations/Assessments, On-Site

1. The Medical Record Supervisor (MRS) will be contacted by the agency requesting the exam.
2. The agency will inform the MRS of the patient's name, identification information, and the name of the health practitioner who will be performing the exam.
3. The MRS will schedule the exam at a time that does not conflict with the prison's health

care operations.

4. The agency requesting the exam will be notified, in writing, of the date/time of the exam along with the security requirements for entry into the prison.
 5. The agency requesting the exam will be required to issue a check to Treasury, State of New Hampshire, in the amount of \$60.00 for use of the room and supplies. Upon receipt of the check, the MRS will forward it to Financial Services.
 6. The MRS will send an appointment notice to the patient, notifying them of the date, time, and purpose of the appointment.
 7. The MRS will notify security of the date/time of the appointment and name of the health practitioner via an Operations Bulletin.
 8. If there are any notification requirements that are the responsibility of the NHDOC, e.g., notifying the Department of Labor, the MRS will provide that notification within five business days.
- B. Independent Healthcare Examinations/Assessments, Off-Site
1. The MRS will be contacted by the agency requesting the exam.
 2. The agency will inform the MRS of the patient's name, identification information, and the name of the practitioner who will be performing the exam.
 3. The MRS will schedule transportation.
 4. The transport will be scheduled at a date and time that does not interfere with prison operation requirements. The community provider shall be informed of any security requirements.
 6. The agency requesting the exam will be notified in writing by the MRS of the date/time of the exam.
 7. The agency requesting the exam will be required to issue a check to Treasury, State of New Hampshire, for transportation costs. Transportation costs will be calculated by NHDOC Administrative Services utilizing the average salary per hour for two Correctional Officers. Round trip mileage fees will be calculated by Fiscal Services utilizing the current Internal Revenue Services (IRS) mileage rate. Upon receipt of the check, the MRS will forward it to NHDOC Administrative Services.
 8. Per usual security procedures, the patient **WILL NOT** be informed in advance of the exam.
 9. If there are any notification requirements that are the responsibility of the NHDOC, e.g., notifying the Department of Labor, the MRS shall provide that notification within five working days.

REFERENCES:

Standards for Health Services in Prisons, 2014
National Commission on Correctional Health Care
P-D-05

Mattis/lb