

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

Page 1 Of 1

Subject: OUTSIDE FUTURE APPOINTMENT AFTER DISCHARGE		Original Issue Date: 01/10/13	Procedure # 001
		Supersedes:	Effective Date: 06/11/18
Departments Consulted: Nursing Department Probation Department	Approved By: (Signature on File) Heidi M. Mittwer Medical Records Director	Approved By: (Signature on File) David Oh, MD Medical Director Administrator	

PURPOSE

To provide and establish guidelines for Outside Future Appointment Letters sent to youths for continuity of care for discharge youth.

PROCEDURE

Nursing Department will provide Medical Records/HIM Department an Outside Future Appointment Letter.

Medical Records/HIM Department clerk will receive the Outside Future Appointment Letter from the Nursing Department.

Medical Records/HIM Department clerk will input youth's information into PEMRS/Request Manager for future stats/references.

Medical Records/HIM Department clerk will mail the Outside Future Appointment Letter to the; Group/Placement Homes, California Youth Authority, County Jail, parents/guardians or minor for continuity of care.

Form letters returned by the post office shall be checked in PCMS System for accuracy of the address and inform designated probation staff if address is unknown, or appears to have wrong address. HIM Department will inform designated probation staff thru via - email with following information:

- a. Name of youth
- b. Youth's birth date
- c. PDJ #
- d. Address return back to sender

If form letter is once again returned with no current address and the youth's whereabouts is unknown, the letter shall be returned to the physician for review and entry on the health record.

All return letters and updated information should be noted in the Request Manager in PEMRS System.

REFERENCE

Los Angeles County Department of Probation
Los Angeles County Department of Health/Mental Health Services