

JUVENILE COURT HEALTH SERVICES

«Facility»

Subject: TRANSFER OF HEALTH RECORD AND INFORMATION – HOSPITAL EMERGENCIES		Original Issue Date: 1/31/03	Policy # E-112
		Supersedes: 12/31/07	Effective Date: 1/13/2013
Departments Consulted: JCHS Medical Records Department	Approved By: (Signature on File) Medical Director (Signature on File) Medical Records Director	Approved By: (Signature on file) Health Services Administrator	

PURPOSE

To ensure that the youth's health record and health information is maintained during a medical emergency.

POLICY

The health record shall be maintained and secured in the event that the youth is transferred to an outside emergency room.

PROCEDURE

Camps/Juvenile Halls

1. At no time, shall the health record be taken to the hospital emergency room.
2. If the receiving emergency room requires information from the health record, the hospital physician may call the facility where the youth was transported from for medical information or may request in writing to have copies of pertinent medical information provided.
3. The health record shall be taken to Central Juvenile Hall Medical Record or in the absence of Medical Record staff, to the Nursing Unit so that the health record can be processed into the facility.
4. The nursing staff shall call the hospital daily, inquire as to the youth's health status, and document the reported progress in the youth's JCHS health record.

CMYC

5. At no time, shall if any hybrid health record be taken to the hospital emergency room.
6. If the receiving emergency room requires information from the health record, the hospital physician may call the facility where the youth was transported from for medical information or may request in writing to have copies of pertinent medical information provided.

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	Health Services Administrator's Initials: (Initials on File)	

7. The nursing staff shall call the hospital daily, inquire as to the youth's health status, and document the reported progress in the youth's JCHS health record.

AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1406