



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/RAP/LINCOLN PARK WORK RELEASE
OFFENDER MANUAL

REVISION DATE
9/21/15

PAGE NUMBER
1 of 7

NUMBER
DOC 600.020

POLICY

TITLE
OFFENDER-PAID HEALTH CARE

REVIEW/REVISION HISTORY:

- Effective: 5/1/97
- Revised: 12/5/02
- Revised: 5/4/07
- Revised: 4/30/09
- Revised: 10/20/11
- Revised: 11/7/11
- Revised: 7/21/14
- Revised: 9/21/15

SUMMARY OF REVISION/REVIEW:

Removed references to medical subaccount throughout
I.A. & C. and VI.A. - Added clarifying language regarding services/medications obtained from community providers by Rap House/Lincoln Park Work Release offenders
Added I.B.3.a. and III.A.1. on third party payments
IV.B. - Adjusted that the Business Office will not forward requests to Health Services until the processing fee has been withdrawn/received
VI.A. - Adjusted language to reflect centralized pharmacy

APPROVED:

Signature on file

G. STEVEN HAMMOND, PhD, MD, MHA
Chief Medical Officer

8/27/15

Date Signed

Signature on file

KEVIN BOVENKAMP,
Assistant Secretary for Health Services

8/27/15

Date Signed

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

9/7/15

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09.480](#); [RCW 72.10](#); [WAC 137-91](#); [ACA 4-4398](#); [DOC 650.020 Pharmaceutical Management](#); [Offender Health Plan](#); [Offender Paid DME Guidelines](#); [Pharmaceutical Management and Formulary Manual](#)

POLICY:

- I. The Department will provide the opportunity for offenders to purchase health care services not provided per the Offender Health Plan.
- II. [4-4398] All Prisons and Rap House/Lincoln Park Work Release will provide a process for authorizing offender requests for offender-paid medical, mental health, dental care, and medications. Services will be performed by a provider of the offender’s choice.
- III. Offender-paid health care will not replace care available through Department resources, nor will it relieve the Department of the obligation to provide medical care per the Offender Health Plan.
- IV. All processes in this policy will be followed and all applicable forms will be appropriately completed to preclude Department liability for any costs, damages, causes of action, losses, or injuries that occur during or result from the provision of offender-paid health care. The Department will not be responsible for any outcome of any health care received under this policy.

DIRECTIVE:

- I. Costs/Expenses
 - A. The Department will incur no costs related to health care services not provided per the Offender Health Plan. For Rap House/Lincoln Park Work Release offenders, this includes services obtained from community providers (e.g., Veteran’s Administration, community clinics, tribal clinics, etc.).
 - B. The offender will:
 1. Be responsible for all costs, including real or potential complications resulting from the services.
 - a. If it becomes necessary for the Department to provide medically necessary health care associated with the services, the offender will be responsible for paying the costs of any health care provided by the Department.

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2. Be responsible for all related expenses, including, but not limited to, transportation and/or custody escort.
3. Have funds available equal to 120 percent of the total costs of the health care services being sought before scheduling the services. The funds will be used to pay for the care services, as well as allow for unexpected expenses resulting from medical complications and related costs (e.g., additional transportation and custody charges).
 - a. A third party may provide the funds directly to the Department on behalf of an offender to cover the cost of the services. Funds must be payable to the Department of Corrections and submitted to the facility's Local Business Advisor, along with DOC 13-506 Third Party Contribution for Offender-Paid Health Care.
 - b. The Department will provide copies of bills and receipts for services to any third party payers designated on DOC 13-035 Authorization for Disclosure of Health Information.
- C. No account need be established to cover services obtained by Rap House/ Lincoln Park Work Release from community providers.

II. Medical Devices/Equipment

- A. Offender-paid medical devices and Durable Medical Equipment (DME) obtained from any source other than Health Services may be permitted per the Offender Paid DME Guidelines posted on the Health Services page on iDOC.
 1. Requests for offender-paid DME must be submitted on DOC 13-472 Offender-Paid Durable Medical Equipment (DME).

III. Processing Fee

- A. Facilities will charge a \$50 processing fee to any offender making a formal request for offender-paid health care. This fee is non-refundable, even if the request is denied, and does not cover any costs/expenses incurred by the Department in the provision of the care.
 1. A third party may pay the processing fee directly to the Department on behalf of an offender. Funds must be payable to the Department of Corrections and submitted to the facility's Local Business Advisor, along with DOC 13-506 Third Party Contribution for Offender-Paid Health Care.

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IV. Approval/Denial Process

- A. To begin the process, the offender will complete DOC 13-460 Offender Request for Outside Health Services and send it to the facility Business Office.
- B. Once the \$50 processing fee is withdrawn from the offender's account or received from a third party, the Business Office will send DOC 13-460 Offender Request for Outside Health Services to the Health Services Manager/Health Authority/designee.
- C. The Health Services Manager/Health Authority/designee will complete Section I of DOC 13-461 Offender-Paid Health Care Worksheet and forward the form to the facility Medical Director or Clinical Lead.
- D. In consultation with the Chief Medical Officer/designee, Clinical Lead, and/or Director of Pharmacy as needed, the facility Medical Director or Clinical Lead will determine if the requested service is medically appropriate using the following criteria:
 1. The requested service(s) is not provided under the Offender Health Plan.
 2. The likely benefits outweigh the risks of the requested service.
- E. If the requested service is approved by the facility Medical Director/Clinical Lead in Section II, the Health Services Manager/Health Authority/designee will give the offender an outside health services trip packet consisting of:
 1. DOC 13-035 Authorization for Disclosure of Health Information,
 2. DOC 13-462 Offender-Paid Health Care Practitioner Information,
 3. DOC 13-463 Offender-Paid Health Care Hospital Information, and
 4. Completed DOC 13-460 Offender Request for Outside Health Services.
- F. When all forms from the packet are received, the Health Services Manager/Health Authority/designee will complete and sign Section III of DOC 13-461 Offender-Paid Health Care Worksheet, add it to the packet, and forward the packet to the Captain/Community Corrections Supervisor, or to the Lieutenant at a stand alone minimum security facility.
 1. If the practitioner and/or hospital have attached prescriptions to DOC 13-462 Offender-Paid Health Care Practitioner Information and DOC 13-463 Offender-Paid Health Care Hospital Information, the Health Services Manager/Health Authority/designee will send DOC 13-464 Offender-Paid Health Care Pharmacy Information to a pharmacy in the community.



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- G. The Captain/Community Corrections Supervisor, or the Lieutenant at a stand alone minimum security facility, will complete Section IV of DOC 13-461 Offender-Paid Health Care Worksheet. If approved, the packet will be forwarded to the Local Business Advisor, who will compute the total trip cost in Section V and return the packet to the offender.
 - H. If the offender agrees to all the conditions listed, s/he will initial and sign Section VI of DOC 13-461 Offender-Paid Health Care Worksheet and return the packet to the Business Office.
 - I. After funds are provided, the Business Office will complete Section VII of DOC 13-461 Offender-Paid Health Care Worksheet and forward the packet to the Superintendent or Work Release/Residential Administrator for final approval.
 - J. The Superintendent or Work Release/Residential Administrator will complete Section VIII of DOC 13-461 Offender-Paid Health Care Worksheet and forward the packet to the Health Services Manager/Health Authority/designee.
 - K. The Health Services Manager/Health Authority/designee will notify the offender of the Superintendent's or Work Release/Residential Administrator's decision.
 - L. If approved, the outside services will be scheduled in Offender Management Network Information - Health Services (OMNI-HS) and the consult/appointment will be noted as a self-pay event.
 - M. The scheduler will hold the packet until all services are completed.
- V. Completion of Services
- A. When all outside services have been completed, the Health Services Manager/Health Authority/designee will forward DOC 13-461 Offender-Paid Health Care Worksheet to the Local Business Advisor, who will ensure that all paid invoices are reimbursed to the general fund.
 - 1. Before replenishing the general fund to cover the cost of the transport officers' time, the Local Business Advisor will verify the duration of each trip in the appropriate facility record and make any adjustments needed to the original estimates.
 - B. When all invoices have been paid and reimbursements due to the general fund have been completed:
 - 1. The Local Business Advisor will return the original DOC 13-461 Offender-Paid Health Care Worksheet to the Health Services Manager/Health

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Authority/designee to replace the copy in the legal section of the offender health record.

2. Any excess balance will be returned to the offender's account or the third party who provided the funds.

VI. Medication

- A. The Department pharmacy will not fill prescriptions written by non-Department prescribers.
- B. All medications from outside sources must be approved by the Chief Medical Officer/designee, in conjunction with the Director of Pharmacy/designee. The Chief Medical Officer/designee, in conjunction with the Director of Pharmacy/designee, may prohibit use within a Department facility if use presents an unacceptable risk to facility security or offender health.
 1. Medications provided to Rap House/Lincoln Park offenders by community providers must comply with the Department's Pharmaceutical Management and Formulary Manual and opioid and benzodiazepine rules.
 - a. Exceptions to the Pharmaceutical Management and Formulary Manual will be reviewed using the Non-Formulary Request (NFR) procedure outlined in the Manual.
- C. When medication approved through this policy comes into a facility, a Department prescriber will:
 1. Identify the prescription as either issuable or Pill Line, and
 2. Document the order in the offender health record. The medication and a copy of the documentation will be forwarded to the pharmacy for identification and security purposes.
- D. The pharmacy will:
 1. Verify the medication against its label and the written Department prescriber order.
 2. Add the approved medication to the patient profile in the pharmacy software as "ordered by an outside prescriber".
- E. The Pharmacist will release the medication only after notifying the prescriber and the Department primary care provider of any potential adverse effects or drug interactions related to the medication.

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1. Either prescriber may stop the Pharmacist from releasing the medication to the offender.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- [DOC 13-035 Authorization for Disclosure of Health Information](#)
- [DOC 13-460 Offender Request for Outside Health Services](#)
- [DOC 13-461 Offender-Paid Health Care Worksheet](#)
- [DOC 13-462 Offender-Paid Health Care Practitioner Information](#)
- [DOC 13-463 Offender-Paid Health Care Hospital Information](#)
- [DOC 13-464 Offender-Paid Health Care Pharmacy Information](#)
- [DOC 13-472 Offender-Paid Durable Medical Equipment \(DME\)](#)
- [DOC 13-506 Third Party Contribution for Offender-Paid Health Care](#)