



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
PO BOX 41123 • Olympia, Washington 98504-1123

August 6, 2019

TO: Health Services Managers

FROM: Mary Jo Currey, [Signature on file]
Assistant Secretary – Health Services

SUBJECT: Transfer/Release Documentation by Health Services

The continued development of OMNI HS, and the availability of information necessary for the transfer and release of patients have provided the opportunity to review the current process and the impact on Health Services staff. Current practice has required the completion of written documentation for all Intrasystem transfers, as well as transfer/releases to jail, work release and the community.

We are directing the following until DOC Health Services Policies 610.110 Transfer of Offenders for Health Reasons, 610.600 Infirmary/Special Needs Unit Care, 650.035 Medications for Transfer and Release, 640.020 Offender Health Records Management, are updated.

Intrasystem Transfer

Health Services staff will no longer complete DOC 13-380 Transfer/Release of Offender (old version) or the 13-380 Release of Incarcerated Individual for patients transferring within DOC facilities. Health Services information is available utilizing the Offender Clinical Dashboard or through direct chart review upon arrival at receiving facility.

Intersystem Transfer/Release

To support continuity of care by providing necessary health information, Health Services staff will utilize OMNI Reports to generate an auto populated form specific to jail, work release, or release to the community by selection of the appropriate location from a drop-down menu. This form will be printed and Health Services staff will manually enter any pertinent information utilizing chart review. This process is available at [OMNI Reports/Health Services/Clinical/Nursing/Intersystem](#). The completed original will be filed in the medical chart under *Nursing/screenings/assessments*. A copy will be provided to the receiving facility for transfer, or to the patient upon release.

In the event that OMNI is not accessible, Health Services staff will utilize DOC 13-380 Release of Incarcerated Individual, or 13-455 Transfer Summary for Work Release to complete medical information for Intersystem transfers and releases.

MC:nf

Cc: Health Services Administrators
Dr. Sara Kariko, Chief Medical Officer
Nursing Staff
Medical Records

“Working Together for SAFE Communities”