



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

**APPLICABILITY**  
**PRISON/REENTRY/FIELD**

REVISION DATE  
11/21/22

PAGE NUMBER  
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NUMBER  
**DOC 650.035**

**POLICY**

TITLE  
**MEDICATIONS FOR TRANSFER AND RELEASE**

**REVIEW/REVISION HISTORY:**

Effective: 1/14/91	Revised: 12/10/07 AB 07-036
Revised: 2/17/92	Revised: 2/20/09
Revised: 11/12/99	Revised: 1/8/10
Revised: 1/29/04	Revised: 9/19/11
Revised: 9/30/05	Revised: 12/7/15
Revised: 8/23/06	Revised: 9/24/20
Revised: 9/13/07	Revised: 11/21/22

**SUMMARY OF REVISION/REVIEW:**

Updated terminology throughout  
III.A.3. - Adjusted language for clarification

**APPROVED:**

Signature on file

\_\_\_\_\_  
**MARYANN CURL, MD**  
Chief Medical Officer

10/12/22  
\_\_\_\_\_  
Date Signed

Signature on file

\_\_\_\_\_  
**DAVID FLYNN,**  
Assistant Secretary for Health Services

11/3/22  
\_\_\_\_\_  
Date Signed

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE,** Secretary  
Department of Corrections

11/8/22  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; DOC 440.020 Transport of Property; DOC 610.300 Health Services for Work Release

**POLICY:**

- I. Transfer or release medications will be provided when a patient is transferred from a Prison or released from custody, to include violators or short-term boarders.
- II. Medications are not considered personal property and must be packaged separately per DOC 440.020 Transport of Property.

**DIRECTIVE:**

- I. Notification of Transfer/Release
  - A. Each facility Health Services Manager will establish a system of notification with the facility Correctional Records Supervisor and appropriate custody employees/contract staff that will allow Health Services no less than 14 days to prepare medications in advance of a patient transfer/release.
  - B. Employees/contract staff will provide release medication orders to the Department Pharmacy no less than 7 days before transfer/release.
  - C. The Moda Voucher Program will be used when notification timeframes will not be met.
- II. Transfer Medications
  - A. Transfer medications are provided when patients transfer:
    1. Between Prisons or to other Prison systems, or
    2. Temporarily to jail for court or a detainer.
      - a. Seven days of medication will be supplied to the jail. Exception requests for a different supply amount may be considered for jails with onsite pharmacies.
  - B. Transfer medications will be processed per Attachment 1:
    1. Nursing employees/contract staff will assemble a transfer medication packet of all active prescription medication maintained in Health Services, including Pill Line and Keep on Person (KOP), and ensure the patient has at least a 7 day supply of each item.

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2. The Moda Voucher Program may be used if there is less than a 7 day supply of any medication on hand and there is insufficient time to secure medication from the Department Pharmacy prior to transfer.
3. A copy of the patient’s current Medication Administration Record (MAR) will be included in the transfer medication packet, which will be clearly labeled with:
  - a. Patient name,
  - b. DOC number, and
  - c. Next receiving facility’s name, including “Attn: Health Services Unit”.
4. Medication packets will be placed in a sturdy, secured container labeled “Medication for Health Services” and health services employees/contract staff will ensure it is provided directly to the transporting officer. The transporting officer will deliver the container directly to the receiving facility’s health services employee/contract staff upon arrival.

C. If the patient is transferring to another Department Prison:

1. The state transport bag containing the issuable/KOPs and Over the Counter (OTC) medications will be distributed to the transferring individual immediately upon arrival at the receiving facility per DOC 440.020 Transport of Property.
2. Nurses will use the copy of the MAR that arrived with the patient until the original is received.
3. Each facility will continue dispensing and refilling previously written prescription orders until they expire or are superseded by a new prescription.
4. A Department practitioner at the receiving facility will review previously written medication orders.

III. Release and Reentry Center Medications

- A. Unless an exception is warranted, release medications will be processed per Attachment 2 for releasing to:
  1. A Substance Use Disorder Treatment Center,
  2. A Reentry Center, or
  3. The community, including transfer to partial confinement under home detention.



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## **POLICY**

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- B. At the discretion of the Department practitioner, patients releasing/transferring to a Reentry Center will be provided up to a 90 day supply of medication.
1. A combination of at least a 30 day supply of Department provided medication and written prescriptions may be used to meet the 90 day requirement.
    - a. Hard-copy prescriptions must be written on Department prescription pads and filled at a community pharmacy at the patient's expense.
  2. If necessary, an additional prescription for no more than a 90 day supply of medication may be telephoned to a community pharmacy within 90 days after transfer. If a prescription is provided by telephone, documentation must be completed on DOC 13-435 Primary Encounter Report and filed in the health record.
- C. Orders for Department provided medications that include controlled substances must be hand-signed by the Department practitioner and include a quantity and the practitioner's Drug Enforcement Administration (DEA) number.
1. The original controlled substance order will be routed to the Department Pharmacy for processing.
- D. A Department practitioner may only provide written prescriptions for the full 90 day supply at release to be dispensed by a community pharmacy if it is documented on a Primary Encounter Report (PER) that the patient has:
1. Been given instruction on how to access a community health clinic pharmacy to obtain medications at no or low cost,
  2. Third party coverage, or
  3. The ability to pay for medications.
- E. A Department practitioner may prescribe less than a 30 day supply of release medication if:
1. The usual full course of therapy will be completed in less than 30 days,
  2. Clinical monitoring is required for continuation, or
  3. Regulation prohibits direct dispensing.
- F. All patients will be escorted to the designated Health Services location on the day of release to obtain:
1. Medication and/or written prescriptions,
  2. Medical supplies,
  3. A transfer summary, and/or

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4. Other Health Services release-related items.
- G. Health Services employees will communicate with the Moda Override Team or Director of Pharmacy/designee when the Moda Voucher Program will be used to obtain release medication.
  - H. During transport, patients may retain the following prescribed emergency medications on their person:
    1. Oral rescue inhalers (e.g., albuterol),
    2. Nitroglycerin sublingual tablets,
    3. Epinephrine autoinjectors (e.g., EpiPen), and
    4. Glucose tablets.
  - I. Reentry Center Medications will be managed per DOC 610.300 Health Services for Work Release upon arrival.
  - J. Any exceptions require prior authorization from the Chief Medical Officer/Director of Pharmacy/designee.

**DEFINITIONS:**

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

**ATTACHMENTS:**

Medication Process for Transfers (Attachment 1)  
Release and Reentry Center Medication Process (Attachment 2)

**DOC FORMS:**

DOC 13-435 Primary Encounter Report  
DOC 13-439 Easy-Open Container Consent