

# CALIFORNIA PRISON HEALTH CARE SERVICES



<b>VOLUME 1: GOVERNANCE AND ADMINISTRATION</b>	Effective Date: 1/1/11
<b>CHAPTER 19A</b>	Revision Date (s):
<b>CENTRAL TRANSCRIPTION SERVICES</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## I. POLICY

California Prison Health Care Services (CPHCS) shall utilize a centralized medical transcription system (CMTS) to provide timely and accurate health care documentation compliant with all applicable statutory and regulatory requirements. Central Transcription Services shall streamline and enhance the timely and accurate dissemination of vital health care information to patient-inmates within the entire California Department of Corrections and Rehabilitation (CDCR). CPHCS staff are expected to comply with the standards of the Privacy Rule, which implement the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Protected Health Information (PHI) shall be used strictly for the transcription of medical and psychiatric dictation.

## II. PURPOSE

Utilization of the CMTS will provide clinical staff with improved access to patient-inmate health information at the point of care, and improve analysis, reporting, and clinical decision-making required to accurately determine health status, prepare recommendations, and ensure patient-inmate safety.

## III. DEFINITIONS

- A. Privacy Rule:** Set of national standards for the protection of certain health information issued by the U.S. Department of Health and Human Services (HHS) to address the use and disclosure of personal health information by organizations that are subject to the Privacy Rule, as well as standards for individuals' privacy rights to understand and control how their health information is used.
- B. HIPAA:** The Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191) was enacted to require publicized standards for the electronic exchange, privacy and security of health information.
- C. Protected Health Information:** Individually identifiable health information transmitted or maintained in any form or medium (including oral communications, paper records, and electronic records) by covered entities or their business associates. Individually identifiable health information includes demographic data that relates to:
1. The individual's past, present or future physical or mental health or condition
  2. The provision of health care to the individual
  3. The past, present, or future payment for the provision of health care to the individual
  4. Individually identifiable health information also includes many common identifiers, e.g., name, address, birth date, and social security number.

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## IV. REFERENCES

- Code of Federal Regulations, Title 45, § 160.103
- California Prison Health Care Services. (2002). Inmate Medical Services Policies and Procedures (IMSP&P), *Volume 6*, Chapter 1, Health Record Services Overview
- The Association for Healthcare Documentation Integrity (AHDI),  
<http://www.ahdionline.org>