

CHAPTER 18

Transfer of Patient Health Records Within CDC; Institution to Institution

I. POLICY

Health Record Services (HRS) shall ensure continuity of patient health care. Unless specified by the Health Care Services Division, the institution shall not transfer a patient without the patient's unit health record (UHR), and a Transfer of Health Information packet. HRS staff shall retrieve the patient's UHR, prepare the record for transport, facilitate completion of the Transfer of Health Information packet, and deliver them to the Central-File (C-File) Transfer desk, or other specified location prior to the transfer of all patients.

The UHR and Transfer of Health Information packet shall accompany the patient at the time of transfer to ensure that the maximum information is readily available for continuing care. The HRS at the transferring and receiving institutions shall implement transfer and receipt procedures to ensure the ready availability of patient information and records.

II. PROCEDURE

A. HRS staff shall:

1. Receive the transfer list from C-File staff, requesting that specified UHRs and Transfer of Health Information packets be retrieved and prepared for potential transfer. C-File staff shall provide Health Record staff with a minimum advance notice of 24 hours to allow time for the preparation of the Confidential Medical/Mental Health Information Transfer Form (CDC 7371)
 - a. The list shall include the patient's name, California Department of Corrections (CDC) number, anticipated transfer date, and destination.
2. Receive from C-File, generally by telephone, requests for UHRs and Transfer of Health Information packets to be prepared for emergency transfers.
 - a. The emergency request shall provide the patient's name, CDC number, date of transfer, and destination.
3. Notify the Receiving and Release (R&R) Registered Nurse (RN) of impending transfers.
4. Receive notification of names of patients that are to be deleted from the Advance Transfer Notice.
5. Cross through these names using a black marking pen. Line out the entire line of patient identifiers.
6. Mark the transfer list as "revised."
7. Prepare all UHRs for transport. Refer to policies: "Unit Health Record Organization of Contents", and "Unit Health Record Completion".

8. Complete CDC Form 7313, "Outpatient Face Sheet," with transfer information.
 9. Batch the records, and label for transport.
 10. Update the request list indicating all actions taken.
 11. Deliver the records to the C-File Transfer desk, or as instructed by the C-File staff.
The Transfer of Health Information packets will be delivered to R&R by nursing staff.
 12. Obtain a signed inventory (CDC 134).
 13. Retain the original transfer list and signed inventory in the health record system control binder in date order.
- B. Note: Do not create a temporary "dummy file" to satisfy or justify the transfer of a patient.
- C. HRS staff shall:
1. Receive a copy of the Medication Administration Record (MAR), and the Confidential Medical/Mental Health Information Transfer Form (CDC 7371).
 2. Maintain these documents in a tickler file for 48 hours in the event the receiving institution needs to call to reference information.
 3. Purge and destroy all copies after the 48 hour timeframe has elapsed. At the receiving institution, the original MAR will be filed by R&R Nursing Staff in the Progress Note Section of the UHR underneath the progress notes. The original CDC 7371 will be filed by R&R Nursing Staff in date order within the progress notes.