

## CHAPTER 23

### Offender Based Information System (OBIS)

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#### I. POLICY:

Health record services (HRS) staff shall have immediate access to information available through the Offender Based Information System (OBIS) to facilitate the tracking of the patients' movements within California Department of Corrections (CDC) systemwide, to ascertain the current location of a patient within the CDC system, and to identify when a patient has been discharged or paroled from the CDC system. The information available through OBIS is critical to the efficient operation of the health record system and shall be used to manage health-related information efficiently; to transfer patient health-related information between institutions; to transfer the record to the appropriate storage locations; and to verify the accuracy of patient demographic information. HRS staff shall access the information in OBIS in compliance with specific OBIS manual provisions.

#### II. PROCEDURE:

- A. HRS staff shall be permitted to access limited information available through OBIS, and shall continuously access this system to:
  1. Determine the current retaining institution of a patient.
  2. Determine the movements of the patient during the current episode of incarceration.
  3. Verify accuracy of patient identifiers.
  4. Obtain information necessary to track the movement of the health record to respond to inquiries.
- B. HRS staff shall access the information in OBIS by patient name. The screen will provide the CDC number and other patient identifiers, as well as the current location of the patient's movement record.