

PROTOCOL FOR: Outpatient Clinics on Medical-Surgical 5

POLICY: Inmate visits for designated clinics will be held on Medical-Surgical 5.

- SCHEDULING:
1. Requests for outpatient evaluations are processed through the Utilization Review office of Correctional Managed Health Care. If the request is approved, a referral will be made to Medical-Surgical 5 to schedule the appointment for the appropriate clinic.
 2. The nurse or medical assistant who schedules the appointment will fax the appointment date and time to the Utilization Review office of Correctional Managed Health Care.
 3. The Utilization Review office of Correctional Managed Health Care will notify the inmate's facility of the scheduled appointment date and time.

DESIRED

OUTCOME: The orientee will be adequately oriented to his/her assigned unit/shift.

- CLINIC VISIT:
1. Clinic will be implemented on Medical-Surgical 5 by specialty, with specific clinics held on set days of the week.
 2. Inmates will be brought to the holding area on Medical-Surgical 5 by specialty, with specific clinics held on set days of the week.
 3. Inmates will be brought into the clinic area/examination room by a Department of Correction officer who will remain with the inmate at all times.
 4. Documentation of the clinic visit and recommendations, if any, for future care is completed by the physician and distributed as follows: the original document is returned to the facility with the inmate; a copy is faxed to the Utilization Review office of Correctional Managed Health Care; and a copy is placed in the inmate's UCHC medical record.

- DESIRED OUTCOME:
1. Clinic appointments will be scheduled appropriately by Medical-Surgical 5 staff in collaboration with the Utilization Review office of Correctional Managed Health Care.
 2. Designated clinics will be held on Medical-Surgical 5.

CREDENTIALS: Medical Assistant, RN

APPROVAL: Committee for Correctional Managed Health Care: Inpatient and Outpatient

EFFECTIVE DATE: 1/92, 6/06