

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: HEALTH RECORD FORMAT AND CONTENTS

CATEGORY: MEDICAL SERVICES

Policy

It is the policy of the Idaho Department of Juvenile Corrections (IDJC) that accurate and confidential health records for each juvenile are created and maintained in an electronic medical record format.

Operating Procedures

- I. Creation of Health Record
 - A. A confidential health record is properly created and maintained for all juveniles admitted to IDJC facilities.
 - B. Recording entries in the health record and the health record contents and the format are approved by the [responsible health authority](#), or designee.
- II. All clinical encounters are documented in the juvenile's health record and stored in an electronic format. This may include but is not limited to:
 - A. Receiving screening and health assessment forms
 - B. Physical exams
 - C. Progress notes of all significant findings, diagnosis, treatments, and dispositions.
 - D. Provider's orders for prescribed medication
 - E. Medication administration records
 - F. Reports of laboratory, x-ray, and diagnostic studies
 - G. Flow sheets
 - H. Consent and refusal forms
 - I. Release of information forms
 - J. Results of specialty consultation and off-site referrals

- K. Special needs and treatment plans
- L. Place, date, and time of clinical encounter
- M. Dental records
- N. Immunization records

III. Access to Health Record

- A. The juvenile's electronic health record is accessible to licensed medical staff, contracted medical providers, and unlicensed medical staff on an as-needed basis.
- B. The health records are stored in the facility under secure conditions and are separate from correctional records.
- C. Copies of these records may be sent to an off-site provider when a juvenile has an appointment, on an as-needed basis.
- D. Confidentiality is maintained in accordance with IDJC policies and procedures and applicable state and federal laws, including Health Insurance Portability and Accountability Act (HIPAA).

Reference: [Glossary of Terms and Acronyms](#)
[Health Insurance Portability and Accountability Act \(HIPAA\)](#)
[NCCHC Standards Y-H-01](#)
[National Commission of Correctional Health Care: Standard for Health Services in Juvenile Detention and Confinement Facilities Y-A-08](#)
[Health Records](#)

Related Policies: [Health Information/Privacy \(843\)](#)
 [Health Assessment and Medical Clearance \(827\)](#)

Related Forms: None