

Section 10: Medical / Mental Health
Subject: Medical and Mental Health Records
Minimum Standard: 5120:1-8-09 (J)
Revised: 07/2004, 05/2011, 12/2011

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall maintain an accurate health and mental health record in written or electronic format. The health authority shall develop policies and procedures concerning; health records remain confidential and area only accessible to personnel designated by the health authority, Corrections Staff may be advised of inmate's health and/or mental health records status only to preserve the health and safety of the inmate, other inmates and/or jail staff (any such authorization shall be at the discretion of the health authority), retention and reactivation of said records if an inmate returns to the facility, and transfer of medical and/or mental health information or record to external provider.

PROCEDURE

1. Health Department Nurses assigned to the Jail shall be responsible for maintaining medical records.
2. All inmate medical records are confidential.
3. Medical Records will be kept in the Medical area of the Jail.
 - a. Current inmate medical records are kept in a file that is protected by a locked door in the Nurse's Office.
 - b. Medical Records of previous inmates are stored in locked files in the Medical Storage Room.
 - c. These records are accessible by the Physician, Nursing Staff, and Erie County Health Department medical record auditors.
4. Corrections Staff may be advised of inmate's health and/or mental health records status only to preserve the health and safety of the inmate, other inmates, and/or jail staff.
 - a. Any such authorization shall be at the discretion of the health authority.
5. Medical records are not removed from the Erie County Jail.
 - a. If an external provider requests any inmate(s) medical records they will:
 - i. Submit a request for release of medical information that is either signed by the inmate or a legal order.