


Idaho Department of Correction 	Standard Operating Procedure	Title: Health Services Reports		Page: 1 of 3
		Control Number: 401.06.03.088	Version: 3.0	Adopted: 12-28-2008

Shane Evans, division chief, approved this document on 3/20/2014.

Open to the public: Yes No

Redacted version available: Yes No

SCOPE

This standard operating procedure applies to all Idaho Department of Correction health care services staff, and contract medical providers and subcontractors.

Revision History
Revision date (3/20/2014) version 3.0: Removed all task related instruction from the procedure section, update format to current standard. Health care services administration staff maintains task related instruction.

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BOARD OF CORRECTION IDAPA RULE NUMBER 401

Medical Care

POLICY CONTROL NUMBER 401

Clinical Services and Treatment

PURPOSE

The purpose of this standard operating procedure is to establish a process to ensure reporting health statistics to contract medical provider staff and health care services administrative staff on a monthly basis.

RESPONSIBILITY

Health Authority

The health authority is responsible for

- Monitoring and overseeing all aspects of health care services
- Implementing and continued practice of the requirements in this standard operating procedure

If health care services are contracted, the health authority is responsible for

- Reviewing and approving all applicable contract medical provider policy, procedure, and forms before implementation
- Monitoring the contract medical provider's performance including reviewing processes, procedures, forms, and protocols used by the contract medical provider to ensure compliance with this standard operating procedure

Contract Medical Provider

The contract medical provider is responsible for

- Implementing and practicing all provisions of this standard operating procedure unless specifically exempted by written contractual agreements
- Ensuring that all requirements of this standard operating procedure are followed by applicable contract medical provider policy and procedure
- Ensuring facility health authorities use all applicable contract medical provider policy, procedure, forms, and educational information to fulfill all health care-related requirements of this standard operating procedure or contractual agreements
- Ensuring all applicable contract medical provider policy, procedure, and forms are submitted to the health authority for review and approval prior to implementation
- Ensuring that the facility health authority and facility medical director review and approve all programs designed to train staff in medical administration before implementation
- Designating health care services staff to enter data into the summary of services spreadsheet for the health services report

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Nothing in this standard operating procedure relieves the contract medical provider(s) of any obligation or responsibility stipulated in their contractual agreements.

STANDARD PROCEDURES

1. Health Services Report

The health services report is an Excel workbook maintained by health services administrative staff. The report consists of the following spreadsheets:

- Summary of Services
- Safety and Sanitation Inspection Checklist
- Concerns and Grievances
- Grievance Log
- Full-time Employee Staffing Report

Health services administrative staff provides access to the workbook only to health care services staff designated by the contract medical provider. Only designated staff are allowed to do the data entry.

Staff performing the data entry must send the data to the health authority by the 15th day of each month.

Contract medical provider staff must not modify the workbook without the consent of the health authority.

2. Medical Audit Committee Meetings

The purpose of the medical audit committee is to bring together contract medical provider staff and department staff to discuss medical and offender issues within a facility on a monthly basis.

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