

# Transfer and Release of Health Care Summary and Records

## 985.1 PURPOSE AND SCOPE

**Agency Content**

The purpose is to establish and implement written policy and procedures for the transfer of youth health care summary and records. This policy applies to all juvenile facility staff.

## 985.2 AUTHORITY AND REFERENCES

**Agency Content**

- Board of State and Community Corrections Title 15 §§ 1408 & 1408.5;
- Riverside County Correctional Healthcare Services Policy Manual;
- Riverside University Health System-Behavioral Health Policy Manual;
- Welfare and Institutions Code §§ 209, 210 & 885.

## 985.3 POLICY

**Agency Content**

A youth's health care summary and relevant records shall be forwarded to health care staff in the receiving facility when a youth is transferred to another jurisdiction, and to the county health officer, when applicable.

## 985.4 TRANSFER OF HEALTH CARE RECORDS

**Agency Content**

A health care summary and relevant records shall be forwarded to health care staff in the receiving facility when a youth is transferred to another jurisdiction and to the county health officer, when applicable. This shall include:

- (a) A summary of the health record, or documentation that no record exists at the facility, is sent in an established format, prior to or at the time of transfer;
- (b) Relevant health records are forwarded to the health care staff of the receiving facility;
- (c) Notification to health care staff of the receiving facility prior to or at the time of the release or transfer of a youth with known or suspected communicable diseases;
- (d) Applicable authorization from the youth and/or parent/legal guardian is obtained prior to transferring copies of actual health records, unless otherwise provided by court order, statute or regulation having the force and effect of law; and
- (e) Confidentiality of health records is maintained.

## 985.5 RELEASE OF HEALTH CARE RECORDS

**Agency Content**

# Riverside County Probation Department

Policy Manual

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After youth are released to the community, health record information shall be transmitted promptly to specific physicians or health care facilities in the community, upon request and with the written authorization of the youth and/or parent/guardian.

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