
Health Care Records

983.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the maintenance of individual and dated health records for youth in juvenile facilities. This policy applies to all juvenile facility staff.

983.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 §§ 1406 & 1438;
- Riverside County Correctional Healthcare Services Policies Y-110 & Y-121;
- Welfare and Institutions Code §§ 209, 210 & 885.

983.3 POLICY

All juvenile facilities shall maintain individual and dated health records (i.e., medical, dental and behavioral health records) for all youth.

983.4 HEALTH CARE RECORDS

Completed individual and dated health records shall include when applicable, but are not limited to:

- (a) Identifying information including name, identification number, date of birth, sex;
- (b) A problem list containing medical and behavioral health diagnoses and treatments as well as allergies;
- (c) Intake health screening form;
- (d) Health appraisals/medical examinations;
- (e) Health services reports (i.e., emergency departments, dental, psychiatric, and other consultations);
- (f) Complaints of illness or injury;
- (g) Electronic signature and title of personnel who treat, prescribe, and/or administer/deliver prescription medication;
- (h) Location where treatment is provided;
- (i) Medication records in conformance with Board of State and Community Corrections (BSCC) Title 15, Section 1438;
- (j) Progress notes of all significant findings, diagnoses, treatments and dispositions;
- (k) Consent forms;
- (l) Authorizations for release of information;
- (m) Copies of previous health records;
- (n) Immunization records;

Health Care Records

- (o) Laboratory reports, x-rays and diagnostic studies; and
- (p) Individual treatment plans.

983.5 HEALTH CARE RECORD MAINTENANCE

All medical records shall be maintained in a locked area or secured electronically, separate from the youth's juvenile facility file.

Access to the medical, dental, and/or behavioral health records shall be controlled by the health administrator and shall ensure all confidentiality laws related to the provider-patient privilege apply to the health record.

Health care records shall be retained in accordance with community standards.

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Attachments: None