

DATE:	MAY 27,2022
NUMBER:	M.23
SUBJECT:	CLINICS: SCHEDULED OFF-SITE SERVICES
RELATED SECTIONS:	M.11 , MSD.O.1

PURPOSE

To establish a uniform procedure for off-site medical services.

POLICY

Health staff shall coordinate the off-site incarcerated person's appointments in conjunction with the Prisoner Transportation Detail (PTD).

PROCEDURE

- I. Sheriff's Medical Services Division, in collaboration with contracted providers, shall schedule off-site medical, optical, and dental appointments, complete the necessary forms, and notify the appropriate sworn staff.
- II. The PTD shall schedule appointments with private providers as described in Detention Services Bureau Policies and Procedures section M.11.
- III. The PTD shall transport the incarcerated person to the off-site clinic appointment.
- IV. Health staff shall enter every scheduled off-site clinic appointment in the incarcerated person's health record.
- V. The transporting deputy shall be responsible for taking related paperwork to the off-site clinic and returning with completed paperwork to be given to the charge/desk nurse on duty.
- VI. The transporting deputy shall be responsible for notifying the watch commander and charge/desk nurse if an incarcerated person-is admitted to the hospital from the off-site clinic.