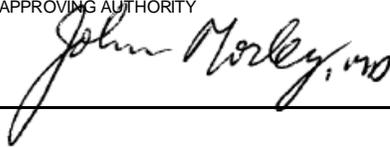


 NEW YORK STATE Corrections and Community Supervision DIRECTIVE	TITLE		NO. 4451
	Outside Hospital Admission Notification		DATE 12/11/2019
SUPERSEDES DIR# 4451 Dtd. 03/07/18	DISTRIBUTION A B	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) HIPAA; ACA Expected Practices 4-4395, 2-CO-4E-01, 4-JCF-4C-42; Directive #4904	APPROVING AUTHORITY 		

- I. **POLICY:** Whenever an inmate is admitted to an outside hospital, notification by the inmate or notification by Department of Corrections and Community Supervision (DOCCS) staff of the inmate’s designated emergency contact, or adolescent offender’s legally authorized representative, will be provided consistent with the procedures established by this directive and in compliance with Health Insurance Portability and Accountability Act (HIPAA) privacy regulations.
- II. **DEFINITIONS**
- Legally Authorized Representative: A legally authorized representative is a parent, guardian or an individual appointed by the Surrogate Court, hereafter known as “representative.”
- III. **PROCEDURE**
- A. Responsibility for Notification: For scheduled (not emergent) hospitalizations, it will be the inmate’s responsibility to contact the person/persons of his or her choice by telephone contact (collect call) after admission (see Directive #4904, “Policies and Procedures for the Operation of Outside Hospital Detail,” Attachment A, Section A, “Telephone Calls for Inmates”).
- B. Scheduled Admissions: An inmate will be permitted one collect telephone call upon being admitted to the hospital unless the inmate has lost privileges. If the inmate has lost privileges, the admission telephone call will be made by a staff member designated by the Superintendent.
- C. Emergency/Exceptional Admissions: In the event that the inmate is admitted through a hospital Emergency Department, is incapacitated, or emergency circumstances exist (e.g., ICU admission, non-contractual hospital admission, admission to a civilian ward, or an out-of-state hospital admission) the inmate’s emergency contact, or adolescent offender’s representative, will be notified of the outside hospital admission by a designated member of facility health staff that is assigned to the facility that houses the inmate at the time of hospital admission. If the emergency contact or representative cannot be reached by telephone, a written notification will be sent to the emergency contact or representative for next day delivery. In those facilities where there is no on-site health staff member 24 hours per day or on weekends and holidays, the Superintendent must ensure that a written policy specific to their facility is in place regarding notification of the inmate’s emergency contact or representative.

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- D. Disclosed Information: The information disclosed will be limited to the inmate's name, DIN, date/time of admission, current location (hospital name, address, and phone number), and a general description of the inmate's condition/reason for admission, unless the emergency contact is the same person identified on Form DOH-5032 or is the adolescent offender's representative.
- E. Documentation/Communication: A designated member of the facility health staff will document attempts and the actual notification of the emergency contact or representative in the inmate's Ambulatory Health Record. Additionally, the facility Superintendent, Guidance Unit, and Chaplain's Office will be advised once notification has occurred.
- F. Additional Notification: The facility Deputy Superintendent for Security or designee shall be notified in writing by the staff member(s) who observe any inmate being admitted to an outside hospital who has recently altered their appearance by substantial weight gain/loss, grown or shaved a beard or moustache, dramatic change in hair style, and/or whose facial appearance has significantly changed.