
 Department of Corrections and Community Supervision DIRECTIVE	TITLE Outside Hospital Admission Notification		NO. 4451
			DATE 03/23/2022
SUPERSEDES DIR #4451 Dtd. 12/11/19	DISTRIBUTION A B	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) HIPAA; ACA Expected Practices 5-ACI-6C-02, 2-CO-4E-01; Directive #4904	APPROVING AUTHORITY 		

- I. **POLICY:** Whenever an incarcerated individual is admitted to an outside hospital, notification by the incarcerated individual or notification by Department of Corrections and Community Supervision (DOCCS) staff of the incarcerated individual’s designated emergency contact 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 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 incarcerated individual’s responsibility to contact the person(s) of their 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 Incarcerated Individuals”).
 - B. Scheduled Admissions: An incarcerated individual will be permitted one collect telephone call upon being admitted to the hospital unless the incarcerated individual has lost privileges. If the incarcerated individual 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 incarcerated individual 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 incarcerated individual’s emergency contact 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 incarcerated individual 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 incarcerated individual’s emergency contact or representative.

- D. Disclosed Information: The information disclosed will be limited to the incarcerated individual's name, DIN, date/time of admission, current location (hospital name, address, and phone number), and a general description of the incarcerated individual's condition/reason for admission, unless the emergency contact is the same person identified on Form DOH-5032.
- 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 incarcerated individual's Ambulatory Health Record. Additionally, the facility Superintendent, Guidance Unit, and Chaplain's Office will be advised once notification has occurred, and it will be documented in the medical record of the patient (AHR or RMU progress notes).
- F. Additional Notification: The facility Deputy Superintendent for Security or designee shall be notified in writing by the staff member(s) who observe any incarcerated individual 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.