

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Patient Transport

Policy Number: 507.04.52

Effective Date: 01/20/2022

Page Number: 1 of 3

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

I. Introduction and Summary:

Offenders will be transported safely, securely, and in a timely manner for health services provided either on-site or off-site. The procedure is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include private and county prisons.

II. Authority:

- A. Ga. Comp. R. & Regs. 125-2-1-.01 (d), 125-2-4-.01, and 125-2-4-.18;
- B. GDC Standard Operating Procedures (SOPs): 222.10 Security Procedures During Transport of Offenders, 507.02.03 Transfer and Retention of Health Records, 507.04.09 Hospital and Specialized Ambulatory Care, 507.04.20 Orientation of Offenders for Access to Health Services, 507.04.37 Urgent and Emergent Care Services, 507.04.53 Transporting Offenders with Infectious Disease, and 507.04.54 Management of Offenders with Suspected or Active Tuberculosis;
- C. NCCHC 2018 Adult Standards: P-D-06, P-D-08, and P-E-09; and
- D. ACA Standards: 5-ACI-6A-06, 5-ACI-3A-25, 4-ALDF-4C-06, and 4-ALDF-4D-27.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

- A. Transfer for Health Services Outside the GDC:
 - 1. When an offender is transported for routine health services in a state vehicle, instructions will be provided to transporting personnel regarding:
 - a. Any special precautions, including the use of masks for contagious diseases.
 - b. Medication or other special treatment needed while in route.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Patient Transport

Policy Number: 507.04.52

Effective Date: 01/20/2022

Page Number: 2 of 3

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

2. Special needs or non-ambulatory offenders will be transported in a manner deemed to be medically appropriate by medical personnel.
 3. When an offender is transported for urgent health services a determination will be made on mode of transportation appropriate to meet the medical needs of the offender per SOP 507.04.37, Urgent and Emergent Care Services.
- B. Patient visits made to outside health care providers will be conducted with all due regard to maintaining the confidentiality of health information.
1. For routine consultations, the consultation form containing all pertinent and necessary information will be completed by the advanced clinical provider. The health record will not be sent with the offender for outside services.
 2. For offenders with urgent/emergent health needs, an Intrasystem Transfer Health Screening form will be completed by the health care provider, placed in a sealed envelope, and sent with the offender in lieu of the health record. The Intrasystem Transfer Health Screening form will include but not be limited to:
 - a. Summary of current condition (may use a blank progress note if more space is necessary).
 - b. Pertinent health information (i.e., allergies, current medications, chronic health problems).
 - c. Summary of treatments already initiated.
 3. For facilities without 24-hour nursing coverage, the above steps will not be necessary since requests for emergency care (911 Calls) will be made by non-medical personnel.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Patient Transport

Policy Number: 507.04.52

Effective Date: 01/20/2022

Page Number: 3 of 3

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.