



CORRECTIONS MEDICINE
Patient Transport
ACA Standard: 4 ALDF – 4C – 06

Effective: May 2000

Revised: June 2015, April 2016, March 2019, July 2019

Reviewed: Aug 2001, June 2013, Oct 2017, June 2018

Policy Number:
CM – 38

- I. **PURPOSE:** To assure patients are transported safely and in a timely manner for needed medical care.

- II. **POLICY:** Patients in the custody of the Saint Louis County Department of Justice Services (DJS) shall have the ability to request and receive routine, urgent, and emergent health care services in a timely fashion. Transportation services shall be available through DJS for accessing medical care inside and outside the facility as the medical need dictates.

- III. **RESPONSIBILITY:** All staff working in the Corrections Medicine program are responsible for the content of this policy and procedure, as well as adherence to the policy.

- IV. **PROCEDURE:**
 - 1. DJS administration shall ensure that DJS personnel are available to escort patients from housing units to Corrections Medicine clinics in order to meet scheduled healthcare appointments.
 - a. A list of patients with medical appointments shall be given to the DJS Clinic Corrections Officer each morning.
 - b. A DJS Corrections Officer in each housing unit will be notified of which patients in their unit will need to be transported to the Corrections Medicine clinic.
 - c. A transport officer will escort all patients scheduled for medical, mental health, or dental services to the clinic prior to the start of clinic appointments. Patients will be escorted by a DJS transportation officer back to their housing units at the end of clinic.
 - d. DJS provides guidelines for the appropriate number of patients in the medical clinic to maintain safety and security of staff and other patients.
 - e. If a patient refuses a clinic appointment, refusal of care documentation must be signed by the patient noting the reason for the missed appointment. The patient shall be rescheduled as soon as possible. If the patient refuses the second appointment, a nurse or mental health staff shall visit the patient to determine the reason for refusal and encourage the patient to reschedule the appointment.
 - 2. When appointments are scheduled for medical providers outside the Buzz Westfall Justice Center, transportation shall be provided for on time arrival.
 - a. A Corrections Medicine office services staff will arrange transportation with DJS transport services for all patients requiring scheduled care outside the facility, and maintain a calendar of all scheduled medical appointments.
 - b. DJS transportation services will notify the Corrections Medicine office staff of the number of patients who can be scheduled for transport each day.

- c. After specialist visits are ordered and approved, the office staff will make the appointment based on the order, urgency, and number of patients who can be transported each day. Patients are prioritized based on their medical needs.
3. The DJS Transport Officers will return the patient to the facility. An envelope with a completed transfer form containing treatment information from the appointment shall be delivered to the Corrections Medicine clinic desk.

V. **REFERENCES:**

American Correctional Association; Performance-Based Standard for Adult Detention Facilities, fourth edition; 2004; Standard 4-ALDF-4C-06

National Commission on Correctional Health Care; Standard for Health Services in Jails; 2018; Standard J-E-10