

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Notification of and Communication with Next-of-Kin – Inmate Illness/ Injury	PAGE <u> 1 </u> OF <u> 4 </u>
RULE/CODE REFERENCE:	NUMBER: 66-ILL-03
RELATED ACA STANDARDS: 4-4395	SUPERSEDES: 66-ILL-03 dated 11/26/10
	EFFECTIVE DATE: September 10, 2014
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Ohio Department of Rehabilitation and Correction the authority to manage and direct the total operations of the department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish standard procedural guidelines for notifying the next of kin of an inmate in the event of any emergency or non-emergency hospital admissions.

III. APPLICABILITY

This policy applies to all person employed by, or under contract with, the Ohio Department of Rehabilitation and Correction, specifically those involved in the provision of medical care to inmates and/or involved in the notification process when an inmate is in a situation requiring hospitalization. In the case of death, refer to Department Policy 66-ILL-02, Inmate Deaths.

IV. DEFINITIONS

Emergency - Any serious, life threatening or disabling condition manifested by severe symptoms occurring suddenly and unexpected which could/would result in serious physical impairment or loss of life if not treated immediately.

Next of Kin - Person designated by consent of the inmate to be contacted in the event of admission to the Ohio State University hospital or primary hospital whether emergency or non-emergency. By nature of this designation, the next of kin will also be entitled to receive detailed medical information regarding the inmate via communications with the Health Care Administrator or designee, Mental Health Administrator or designee, Nursing Supervisor, Advanced Level Provider, and/or Authorized Independently Licensed Mental Health Professional.

Non-Emergency – Condition warranting hospital admission that is pre-planned.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to notify the immediate family or next of kin regarding an inmate's illness or injury requiring emergency or non-emergency hospitalization.

VI. PROCEDURE

A. Next of Kin Notification Form Procedure

1. In the case of death, refer to Department Policy 66-ILL-02, Inmate Deaths.
2. A Notification of Next of Kin Form (DRC5328) will be completed by each inmate upon arrival at the Department's reception center during the medical intake evaluation process.
 - a. The original white copy of the Notification of Next of Kin Form (DRC5328) will be forwarded to the Managing Officer's designee for entry into DOTS Portal.
 - b. The canary copy of the Notification of Next of Kin Form (DRC5328) will be forwarded to medical for placement in the inmate's medical file.
3. The Notification of Next of Kin Form (DRC5328) will be reviewed during the medical intake evaluation process upon each inmate's arrival at the parent institution and during any intra-system transfers.
4. The inmate may change or add information to the Notification of Next of Kin Form (DRC5328) by submitting such change in writing to the Health Care Administrator (HCA) or unit staff.
 - a. The canary copy of the updated form shall be placed in the inmate's medical file.
 - b. The original white copy of the form shall be forwarded as necessary to the Managing Officer's designee. The Managing Officer's designee shall update the DOTS Portal entry.
5. The HCA/designee will post information regarding updating of the Notification of Next of Kin Form (DRC5328) in January of each year in the housing units and Inmate Health Services.
6. Instructions regarding the designation of next of kin will be included in the Inmate Handbook and unit orientation.
7. Unit staff will review the Notification of Next of Kin Form (DRC5328) during the classification and reclassification process.
 - a. The original white copy of the form shall be forwarded as necessary to the Managing Officer's designee. The Managing Officer's designee shall update the DOTS Portal entry.
 - b. The canary copy of the updated form shall be forwarded to medical for placement in the inmate's medical file.

- B. When a patient is admitted to an outside hospital or admitted to FMC as a result of an urgent care visit the staff nurse receiving the notification of admission will notify the next of kin. If an admission has been prescheduled for a non-emergency, but is the result of a serious or life threatening condition, the HCA/designee shall provide such notification. If upon consultation with the Chief Medical Officer, the HCA/designee determines that a patient's injury is significant, the staff nurse shall provide such notification.
1. Notification to the patient's next of kin shall be provided by telephone within 8 hours of admission and continue for 24 hours or until positive telephone contact is made. This notification shall include information about the medical condition of the patient, admitting hospital visiting procedure, and the telephone number the next of kin can use to receive further information.
 2. If after several documented attempts, the next of kin cannot be reached by telephone, the next of kin notification letter, which shall contain all information referenced in above section B-1, shall be completed by the HCA or designee. Even with the letter, attempts to contact the next of kin by telephone shall continue for at least 24 hours.
 3. All relative information, including the name of the employee making the telephone calls, the name of the person contacted, and information provided shall be documented in the patient's medical record in the Interdisciplinary Progress Notes (DMH0008).
 4. In the event the inmate does not want a next of kin notified, the HCA or designee will document such refusals in the inmate medical file.
- C. Communication with Next of Kin
1. Health Care Administrators or designee, Mental Health Administrators or designee, Nursing Supervisors, Advanced Level Providers, and Authorized Independently Licensed Mental Health Professionals shall be entitled to communicate with the next of kin upon inquiries from the next of kin regarding the inmate's medical and/or mental health condition.
 2. The staff member shall make an effort to independently identify the identity of the next of kin by checking photo identification for in-person inquiries or by offering to return the call to the next of kin at the number listed on the file for telephone inquiries.
 3. Staff shall be entitled to communicate any information to the next of kin that is responsive to the inquiries of the next of kin or that would assist in the diagnosis or treatment of the inmate, with the exception of an inmate's HIV status, which requires a specific and separate signed Authorized for Release of Confidential Healthcare Information form (DRC5371) from the inmate.
 - a. Medical records shall not be released to the next of kin.

- b. Medical record releases for inmates shall be processed in accordance with Ohio Revised Code 5120.21 and Department Policy 07-ORD-11, Confidentiality of Medical, Mental Health, and Recovery Services Information.

Related Department Forms

Notification of Next of Kin	DRC5328
Interdisciplinary Progress Notes	DMH0008
Authorization for Release of Confidential Healthcare Information	DRC5371