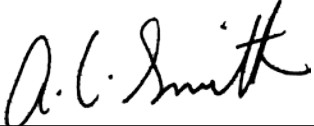


<b>SUBJECT:</b> <b>Notification of and Communication  with Next of Kin – Inmate Illness or  Injury</b>	PAGE <u>  1  </u> OF <u>  4  </u>
	NUMBER: <b>66-ILL-03</b>
<b>RULE/CODE REFERENCE:</b>	<b>SUPERSEDES:</b> 66-ILL-03 dated 09/10/14
<b>RELATED ACA STANDARDS:</b> 4395	<b>EFFECTIVE DATE:</b> <b>December 2, 2019</b>
	<b>APPROVED:</b> 

**I. AUTHORITY**

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

**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 (ODRC), 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 ODRC 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 exempt health care managers or designees.

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

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) 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 ODRC Policy 66-ILL-02, Inmate Deaths.
2. A Notification of Next of Kin (DRC5328) will be completed by each inmate upon arrival at the ODRC's reception center during the medical intake evaluation process.

The original white copy of the Notification of Next of Kin (DRC5328) will be forwarded to the managing officer's designee for entry into DOTS Portal.

3. The next of kin information 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 (DRC5328) by submitting such change in writing to the health care administrator (HCA) or unit staff.
  - a. The original white copy of the form shall be forwarded as necessary to the managing officer's designee.
  - b. The managing officer's designee shall update the DOTS Portal entry.
5. The HCA/designee will post information in the housing units and Inmate Health Services or via electronic means regarding the updating of the Notification of Next of Kin (DRC5328) in correlation with annual TB screening.
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 (DRC5328) during the classification and reclassification process.

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. When a patient is admitted to an outside hospital, the parent institution staff nurse receiving the notification of admission shall 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 parent institution 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 the parent institution by telephone within eight (8) hours of admission and continue to be attempted for a minimum of 24 hours. This notification shall include information about the medical condition of the patient and the parent institution telephone number the next of kin can use to receive further information.
    - a. Parent institution notification shall also include non-OSU admitting hospital visiting procedures, if applicable.
    - b. For information regarding OSU visitation, the parent institution shall direct the next of kin to contact the office of the FMC managing officer. All other notification regarding the OSU patient shall be dispensed to the next of kin through the parent institution.
  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 VI.B.1, shall be completed by the HCA/designee. After sending the letter, reasonable attempts to contact the next of kin by telephone shall continue.
  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 electronic health record (EHR) in an administrative note document within a phone note encounter.
  4. In the event the inmate does not want a next of kin notified, the HCA/designee will document such refusals in the patient's EHR in the directives section of the patient chart summary.
- C. Communication with Next of Kin
1. Exempt health care managers/designees shall be entitled to communicate with the next of kin upon inquiries from the next of kin regarding the patient'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 in 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 MED – 5371 Release of Confidential Healthcare Information from the patient.
  - 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 section 5120.21 and ODRC Policy 07-ORD-11, Confidentiality of Medical, Mental Health, and Recovery Services Information.

### **Related Department Forms**

Notification of Next of Kin

DRC5328