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Medical Services Management System	ACA Standards: 4-4408		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Medical Services Management System

For the purpose of this procedure, the term “inmate” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (ODOC).

I. Statistical Reports

Statistical reports of services provided by Department of Corrections (ODOC) medical services personnel include at a minimum: referrals to outside medical facilities; referrals to specialists; pharmaceutical data; laboratory and x-ray utilization; infirmary admissions (when applicable); off-site hospital admissions; serious injuries or illnesses; deaths; and off-site transports. Statistical reports will be provided monthly to the medical services administrative offices, facility head, and division manager of Health Services.

The facility health authority will meet with the facility head at least quarterly, submit quarterly reports on the health services system and health environments, and submit plans to address concerns. (4-4408) Statistical reports will be included in the overall medical services utilization management program.

A. Medical Monthly Activity Report

The medical services unit will maintain medical services statistics. The statistics will be completed by the facility correctional health services administrator or designee and include the information listed on the “Worksheet for Monthly Medical Activity Report” ([DOC 140107A](#), attached).

B. Medical Services Administrative Offices

The medical services administrative offices will maintain the following statistics to monitor trends in overall medical services:

1. Monthly, quarterly, and annual summaries of all medical services provided.
2. A monthly summary of the "Worksheet for Monthly Medical Activity Report" ([DOC 140107A](#)) is included in the monthly "Health Services Report."
3. Additional reports will be produced based on information requests and uses for utilization management.
4. Summaries of pharmacy data compared to previous monthly totals.

II. Instructions for Completing the Monthly Medical Activity Report

The "Worksheet for Monthly Medical Activity Report" ([DOC 140107A](#)) will be entered into a database in order to collect statistical data required by Section I. item A. of this procedure. The individuals responsible for performing the functions that need to be reported will maintain an accurate method by which this information can be reported and verified to the correctional health services administrator (CHSA) or designee preparing the monthly report. The "Worksheet for Monthly Medical Activity Report" ([DOC 140107A](#)) will be utilized.

A. Definitions

Definitions for each activity are included on the worksheet.

B. Monthly Statistical Summary

1. The CHSA or designee will enter the "Worksheet for Monthly Medical Activity Report" via the medical services page of the ODOC website.
2. This report will be entered no later than the fifth day of the month or as determined by the medical services designee.
3. Only statistical information will be entered. All inmate identifying information will be omitted.
4. The CHSA will utilize the "Yearly Activity Summary" report on the "Medical Activity Report" in order to verify the statistical data and to evaluate and monitor trends in overall medical services provided by the facility.
5. The CHSA will sign the "Worksheet for Monthly Medical Activity Report" ([DOC 140107A](#)) after reviewing and verifying the statistical data is correct.
6. The CHSA or designee will submit the "Worksheet for Monthly Medical Activity Report" ([DOC 140107A](#)) to Medical Administration

after the statistical data has been entered and verified.

7. Private prisons housing Oklahoma inmates will provide a copy of the report to the division manager of West Institutions.

III. References

Policy Statement No. P-140100 entitled "Offender Medical, Mental Health and Dental Care"

<http://www.doc.state.ok.us/treatment/medical/index.html>

IV. Action

The chief medical officer is responsible for compliance with this procedure.

The division manager of Health Services is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-140107 entitled "Medical Services Management System" dated September 4, 2014

Distribution: Policy and Operations Manual
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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 140107A	"Worksheet for Monthly Medical Activity Report"	Attached