

## State of Nevada COR: Medical Division

Version Date: 10/16/2013

### **1991553 Communicable Disease Report**

Reviewed: 1/17/2003

Description: This records series contains the weekly report to the state health officer of the number and types of cases or suspected cases of communicable diseases, including HIV Status and Acquired Immune Deficiency Syndrome reported pursuant to NRS 441A.170, 209.385, & 209.511(1)(f); and DOC Administrative Regulation 621 V.C. and 610. V.B.1.a.

Retention: Retain the weekly list of inmates who test positive on E.L.I.S.A. and Western Blot, prepared and distributed by Medical Administration, until receipt of the new weekly list. and . Destroy in a secure and protective manner (by shredding, pulping or recycling is recommended).

Disposition: Destroy Securely

### **2002082 Inmate Medical Record**

Reviewed: 1/13/2010

Description: These records document the medical and mental health services provided by the Department of Corrections (See NRS 209.351 (3)). The files may contain but are not limited to: Evaluations; Medical records including lab reports, X-rays, etc.; Treatment records, including plans and reviews, etc.; Progress notes, orders and reports; Client's rights, including consent notices, authorizations, etc.; Medical history records, including health care records from other facilities and: Similar documentation

Retention: Retain these records until the individual attains the age of 23, or 6 years from the date of receipt or production of the record, whichever is later.

Disposition: Destroy Securely

### **1991555 Medical Statistical Monthly Report**

Reviewed: 1/17/2003

Description: This record series contains the monthly medical statistics report with an annual statistical summary on health care delivery, prepared by the Director of Institutional Nursing at each institution or a facility manager, pursuant to DOC Administrative Regulation 602 III. & V.A.1-4.

Retention: Retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

### **1991557 Medical Statistics Reports**

Reviewed: 1/17/2003

Description: This records series contains a variety of reports prepared by medical administration, including, but not limited to, the following: (1) HIV Medical Charges - All charges for inmates who have tested positive for HIV - monthly; (2) Interstate Compact Inmate Medical Charges - All Charges for interstate boarders done by outside vendors - monthly; (3) Medical Services Providers -A listing of all medical vendors with total charges, done by specialty (anesthesiology, etc) and alpha - monthly; (4) Institutional Medical Charges - A listing of each DOP institution out-side medical charges by service provided (Dental, X-ray, etc.) - monthly; (5) Inmates With Medical Charges Greater Than \$10,000 - Monthly.

Retention: Retain computer printout until superseded or no longer administratively useful to the agency.

Disposition: Destroy Securely

### **1991559 Mental Health Summary Monthly Report**

Reviewed: 1/21/1992

Description: This record series contains the monthly psychological/psychiatric statistics report with an annual statistical summary prepared by the institutional psychologist in accordance with DOC Administrative Regulation 602 III. & V.B.1-3.

Retention: Retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

### **1991560 Mental Health Summary Quarterly Report**

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Reviewed: 1/21/1992

Description: This record series contains the quarterly psychological/psychiatric statistics report with an annual statistical summary prepared by the institutional psychologist in accordance with DOC Administrative Regulation 602 V.B.4. as outlined in DOC Administrative Regulation 643 V.E.1-2.

Retention: Retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

### **1991562 Nursing: Institutional Medical Management Documentation**

Reviewed: 1/21/1992

Description: This record series contains a variety of documentation such as logs, registers, list, and similar material denoting actions by department medical staff in providing medical, dental, and mental health care to all Department of Prisons inmates. The files may contain: Gate Keeper Log, Inmate Sign-in Sheet, Over the Counter Medication Log, Count Sheet--Controlled Items, Lab Testing Log, Laboratory notes, X-Ray Log, Prosthetics Device Log, TB Monitoring, Infection Control forms, Transfer Log, Chart Control Log, Crash Chart Check Sheet, Patient Weekly Schedules, Nursing Schedule, Daily Shift Report, Mental Health Shift Report, Group Attendance, In service Educational Information, and similar documents.

Retention: Retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

### **1991563 Nursing: Standing Orders/Nursing and Mid-Level Protocols**

Reviewed: 1/21/1992

Description: This record series contains: (1) standing orders - written and signed orders by the responsible physician to medical personnel for the definitive treatment of identified conditions and for on-site treatment of emergency conditions; and (2) nursing and mid-level protocols - written by the medical division for use by nurses, advanced practitioners of nursing, and physician extenders for the proper assessment of patient problems (pursuant to NRS 632.473 and DOC Administrative Regulation 616).

Retention: Retain for a period of six (6) calendar years after the standing order or protocol is superseded.

Disposition: Permanent: Transfer to State Archives

### **1991661 Pharmacy: Adverse Drug Reaction Report**

Reviewed: 1/21/1992

Description: This record series contains copies of the report of a serious and unexpected adverse drug experience of an identified patient, submitted to the Food and Drug Administration on FDA Form-1639 (pursuant to 21 CFR 310.305).

Retention: Retain for a period of two (2) calendar years from the date of submission [pursuant to NAC 639.482(1)].

Disposition: Destroy Securely

### **1991664 Pharmacy: Controlled Substance Biennial Inventory**

Reviewed: 1/21/1992

Description: This record series contains the biennial inventory of all stocks of controlled substances on hand as required by the Drug Enforcement Administration [pursuant to 21 CFR 1304.13 and NAC 639.487(4)].

Retention: Retain for a period of two (2) calendar years from the date of inventory.

Disposition:

### **1991663 Pharmacy: Controlled Substance Inventory**

Reviewed: 1/21/1992

Description: This record series contains the Controlled Substance Inventory which keeps a perpetual inventory of each controlled substance dispensed and to whom.

Retention: Retain for a period of two (2) calendar years from effective date [pursuant to 21 CFR 1304.04 and NAC 639.482(1)].

Disposition:

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### **1991662 Pharmacy: Controlled Substance Record/Pharmacy Receipt**

Reviewed: 1/21/1992

Description: This records series contains the Controlled Substance/Pharmacy Receipt (DOC Form 2528) which is maintained pursuant to NRS 454.286(1), NAC 639.485 and DOC Administrative Regulation 635 V.E. 4-7. The numbered form is a precise record of each dose of controlled drugs administered, made at the time of the administration of the drug, and returned to the pharmacist. Also, syringes and needles are recorded on Form 2528 in the same manner as drugs are recorded.

Retention: Retain for a period of two (2) calendar years from effective date [NRS 454.286(2) and NAC 639.482].

Disposition: Destroy Securely

### **1991665 Pharmacy: Inspection Reports**

Reviewed: 1/21/1992

Description: This record series contains a copy of each report of inspection, issued by a member of the State Board of Pharmacy or institutional administrative staff, together with any warning notice or special bulletins issued by the board pursuant to NAC 639.505.

Retention: Retain for a period of two (2) calendar years from the date of issue.

Disposition: Destroy

### **1991666 Pharmacy: Narcotics Destruction Form**

Reviewed: 1/21/1992

Description: This record series contains reports of the surrender or destruction of controlled substances or dangerous drugs, or both, to an appropriate state or federal agency.

Retention: Retain for a period of two (2) calendar years from the effective date.

Disposition: Destroy Securely

### **1991667 Pharmacy: Non-Formulary Requests**

Reviewed: 1/21/1992

Description: This record series contains the physician's request for specific medication that is not on the state formulary (see NAC 639.453 for definition) to be provided to a patient. Request form includes the patient's name, requested medication, signature of the requesting physician, actions taken, and whether approved for clinical evaluation and for listing in state pharmacy formulary.

Retention: Retain for a period of two (2) calendar years from effective date.

Disposition: Destroy Securely

### **1991668 Pharmacy: Order Form (DEA Form 222)**

Reviewed: 1/21/1992

Description: This record series contains Copy 3 of the Order Form of the Drug Enforcement Administration, DEA Form 222 (21 CFR Sec. 1305.01-.07). NAC639.487(1) requires the DEA-222 be properly dated, initialed and filed, copies of each unaccepted or defective order form, and any attached statement or other document be maintained.

Retention: Retain for a period of two (2) calendar years from effective date.

Disposition: Destroy

### **1991670 Pharmacy: Prescription Form/Chart Order**

Reviewed: 1/21/1992

Description: This record series contains the Pharmacy Prescription (DOC Form 2554) and the Chart Order which are maintained pursuant to NRS 453.377 and NAC 639.484. 1. Each chart order must contain: (a) The patient's name and the medical facility identification of that patient; (b) The name of the drug, its strength and route of administration; (c) Directions for the use of the drug; (d) The date; and (e) The practitioner's signature. Any verbal order signed by a practitioner's agent must be cosigned by the practitioner within 72 hours. 2. The original chart order must be maintained in the patient medical records along with the records of the administration of

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Retention: Retain for a period of two (2) calendar years from effective date.

Disposition: Destroy Securely

### **1991669 Pharmacy: Prescription Log**

Reviewed: 1/21/1992

Description: This record series contains the computerized system which meets the requirements contained in NAC 639.910 through 639.938 to store and retrieve information concerning prescriptions.

Retention: Retain the bound book or separate file and the attested computer print-out for a period of five (5) calendar years from the date of the last refill entered therein for a prescription.

Disposition: Destroy Securely

### **1991672 Pharmacy: Suppliers' Credit Memos of Controlled Substances and Dangerous Drugs**

Reviewed: 1/21/1992

Description: This record series contains suppliers' credit memos for controlled substances and dangerous drugs [NAC 639.487(3)].

Retention: Retain for a period of two (2) calendar years from effective date.

Disposition: Destroy

### **1991671 Pharmacy: Suppliers' Invoices of Controlled Substances and Dangerous Drugs**

Reviewed: 1/21/1992

Description: This record series contains suppliers' invoices of controlled substances and dangerous drugs, with the actual date the controlled substance or dangerous drug was received clearly recorded on the invoice (NAC 639.487(2)).

Retention: Retain for a period of two (2) calendar years from the effect date.

Disposition: Destroy

### **1991673 Pharmacy: Theft or Loss of Controlled Substances**

Reviewed: 1/21/1992

Description: This record series contains copies of the report of theft or significant loss of controlled substances submitted to the Drug Enforcement Administration [pursuant to 21 CFR Sec. 1301.76 (b) and NAC 639.487(5)].

Retention: Retain for a period of two (2) calendar years from effective date.

Disposition: Destroy