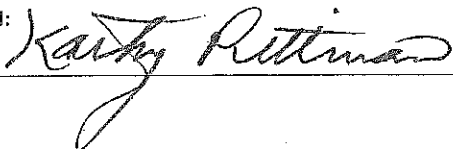


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Medical Release Summaries		Policy Number: 9
Number of Pages: 2		Section: XI
Attachments	Related Standards & References	
Medical Release Summary Form XI.9.A Release Log Form XI.9.B	ACA Juvenile Health Care Performance Based Standards: 4-JCF-4C-08, 4-JCF-4C-09	
Effective Date: 06/09/06 Review Date: 04/28/08, 04/21/09, 05/01/11	Approved: 	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that in keeping with health records and confidentiality, standard procedural guidelines shall be established to ensure that medical release summaries are completed on all youth to maintain the provision of continuity of care. (4-JCF-4C-4C-08, 4-JCF-4C-09)

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

None

III. PROCEDURE

- A. Continuity of care shall be required from admission to discharge from the facility, including referral to community-based providers when indicated. A medical summary shall be completed on all youth who are released and referred to community-based health care provider. (4-JCF-4C-08, 4-JCF-4C-09)
1. When a youth is released to community counselors the nurse shall complete the Medical Release Summary Form XI.9.A or if applicable enter information into the CMS system to maintain the provision of continuity of care. (4-JCF-4C-09)
 2. The nurse completing the Medical Release Summary Form XI.9.A shall place the form in the youth's health record. A copy shall be sent with the student upon discharge.
 3. The nurse completing the Medical Release Summary Form XI.9.A shall also document the following information in the youth's health record, clinic Release Log Form XI.9.B and complete any required pharmacy documents and forms.

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- Interdisciplinary Progress Notes: Date of youth's release and Signature of nurse.
 - Release Log Form XI.11.B, which is located in the Nurse's Station. The nurse shall document the Youth's Name, Date of Birth, Release date, Medical Release Summary completed and if released with a prescription.
4. The nurse shall refer to MDYS Policy XI.30, Pharmaceutical Management and MDYS Policy XI.31, Pharmaceutical Prescribing, Procurement, Administration and Documentation for requirements when a youth is released on medications.
 5. The nurse shall refer to MDYS Policy XI.25, Medical Consultations and Hospitalization and MDYS Policy XI.26, Emergency Medical Response and Services for Referral for continuity of care requirement from community-based providers.
- B. The Health Services Coordinator shall revise this policy as necessary.