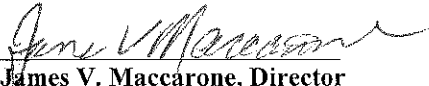


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
OAKLEY YOUTH DEVELOPMENT CENTER**

<b>Subject:</b> <b>Medical Release Summaries</b>		<b>Policy Number: 9</b>
<b>Number of Pages: 2</b>		<b>Section: XI</b>
<b>Attachments</b>	<b>Related Standards &amp; References</b>	
Medical Release Summary Form XI.9.A Release Log Form XI.9.B	ACA Juvenile Health Care Performance Based Standards 2009: 4-JCF-4C-08	
Effective Date: 06/09/06 Review Date: 04/28/08, 04/21/09, 05/01/11, 11/01/13 Review Date: 11/1/14, 11/12/15	Approved:  <b>James V. Maccarone, Director</b>	

**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)

**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 release from the facility, including referral to community-based providers when indicated. A medical release summary shall be completed on all youth who are released. (4-JCF-4C-08)
1. When a youth is released from the facility the nurse shall complete the Medical Release Summary Form XI.9.A to maintain the provision of continuity of care. (4-JCF-4C-08)
  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, Release Log Form XI.9.B and complete any required pharmacy documents and forms.
    - Interdisciplinary Progress Notes: Date of youth's release and Signature of nurse.

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- 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 on a medication.
  - 4. The nurse shall refer to policy XI.30, Pharmaceutical Management and policy XI.31, Pharmaceutical Prescribing, Procurement, Administration and Documentation for requirements when a youth is released on medication/s.
  - 5. The Nurse shall refer to policy XI.25, Medical Consultations and Hospitalization and policy XI.26, Emergency Medical Response and Services for Referral for continuity of care requirement from community-based providers.
- B. The Director of Medical Services shall revise this policy as necessary.