


| | | | | |
|---|--|----------------|-----------|--------|
|  | State of Indiana Indiana Department of Correction | Effective Date | Page 1 of | Number |
| | | 4/1/2022 | 2 | 2.14A |
| HEALTH CARE SERVICES DIRECTIVE-ADULT Manual of Policies and Procedures | | | | |

| |
|-------------------------------|
| Title DIRECT ORDERS |
|-------------------------------|

| | | |
|--|--|--|
| Legal References (includes but is not limited to) IC 11-8-2-5 IC 34-4-12.6 | Related Policies/Procedures (includes but is not limited to) 01-02-101 01-02-106 | Other References (includes but is not limited to) National Correctional Healthcare Standards |
|--|--|--|

I. PURPOSE:

This Health Care Services Directive (HCSD) emphasizes the necessity to adhere to professional roles and credential restraints.

II. GUIDELINES:

- A. No Health Services employees are permitted to provide services unless the services are within the boundaries created by training, licensure, registration, or certification. In particular, only facility practitioners licensed in accordance with the laws of Indiana may provide orders for Health Services staff.
- B. Orders may be in written (including computer generated by a practitioner) or verbal form.
- C. Verbal orders shall be countersigned by an authorized practitioner by the end of the next business day.
- D. Orders shall include the date and time written and shall be signed by the responsible practitioner.
- E. Pre-printed orders may be used for specialized areas (e.g., dialysis, inpatient units) if they are specific, edited, or individualized for each patient by the responsible practitioner
- F. If a nurse or other health care professional receiving an order questions its validity, the health care professional shall work with their supervisory chain of command to ensure either that the order is modified or is acceptable.

| HEALTH CARE SERVICES DIRECTIVE-ADULT | | | |
|--------------------------------------|----------------------------|-----------|------------------|
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number 2.14A | Effective Date 4/1/2022 | Page 2 | Total Pages 2 |
| Title DIRECT ORDERS | | | |

- G. If the practitioner has questions regarding the appropriateness or validity of an order to be countersigned, a progress note describing the concern shall be placed in the health record and the order may be left unsigned.
- H. All orders shall be reviewed and rewritten when a patient changes levels of care (e.g., admission to an inpatient unit, begins dialysis, etc.). Current orders do not need renewing when the patient transfers from one Department facility to another if the level of care (e.g., outpatient services) has not changed.
- I. Employees transcribing orders shall include date and time the transcription was completed and include the full signature and professional title.
- J. Qualified Health Services staff shall complete twenty-four (24) hour chart checks. The signed twenty-four (24) hour check indicates that the transcription was accurate unless a correction is noted.

III. APPLICABILITY:

This HCSD is applicable to all facilities housing incarcerated adults.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date