



**HEALTH CARE SERVICES
DIRECTIVE-YOUTH SERVICES
Manual of Policies and Procedures**

Title

DIRECT ORDERS

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

I. PURPOSE:

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

II. GUIDELINES:

A. No Health Services personnel 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 Department Health Services staff.

B. Orders may be written (including computer-generated orders by a practitioner.

Verbal orders shall be countersigned by an authorized practitioner by the end of the next business day.

C. Orders must include the date and time written and must be signed by the responsible practitioner.

D. Pre-printed orders may be used for specialized areas (e.g., dialysis units, inpatient units) if they are customized, edited, or individualized for each patient by the responsible practitioner.

E. If a nurse or other health care professional receiving an order questions its validity, the professional must work with their supervisory chain of command to ensure either the order is modified or is acceptable.

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- F. If the practitioner has questions regarding the appropriateness or validity of an order to be countersigned, a progress not describing the concern shall be placed in the health record and the order may be left unsigned.
- G. All orders must be reviewed and rewritten when a youth changes levels of care (e.g., admission to an inpatient unit, transfers to mental health, begins dialysis, etc.). Current orders do not need to be renewed when youth transfer from one facility to another if the level of care (e.g., outpatient services) has not changed.
- H. Staff transcribing orders must include date and time the transcription was completed and include the full signature and professional title.
- I. 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 providing Health Services to youth.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date