

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 11/14/17	NUMBER: A-08.8
	Replaces: 3/7/17	
	Formulated: 4/02 Reviewed: 07/18	Page 1 of 3
MEDICAL PASSES		

PURPOSE: To provide guidelines for medical “passes” issued to offenders to meet short or long term medical needs.

POLICY: A healthcare provider may order a medical “pass” for any offender with medical needs that cannot be met without the special accommodation(s). Such passes are to be based *strictly* on medical need and should not alter or interfere with security operations except as absolutely necessary for the patient’s health and safety.

PROCESS:

I. Each offender will undergo medical and mental health assessments by trained health services personnel during the intake process and appropriate limitations/restrictions will be assigned and entered in the Restriction Module of EHR. From there, the restrictions will be electronically transmitted to the HSM-18 screen on mainframe. Medical needs not adequately met by HSM-18 restrictions may be addressed by entering an order for a medical pass authorizing special accommodation(s) in the Passes Module of the electronic health record (EHR). The order must contain the following information:

- A. Offender’s name
- B. Offender’s TDCJ number
- C. Date pass issued
- D. Items to be allowed or type of accommodation to be made
- E. Expiration date of pass
- F. Name and title of healthcare person authorizing pass

In the event of EHR failure, hand written medical passes must be signed by the health care person authorizing the pass.

II. Only physicians, dentists, psychiatrists, mid-level practitioner, and clinical pharmacists may order a pass for longer than three (3) days. Physical therapists and occupational therapists may order passes for the duration they are actively treating a condition if the therapist works on the same unit in which the offender is housed. Licensed nurses may authorize passes for up to three (3) days.

III. Medical passes should be based on sound clinical judgement of an offender’s abilities and impairments that exist due to the offender’s health condition. A list of examples of medical passes available can be found at: https://ispace.utmb.edu/xythoswfs/webview/_xy-16847737_1. Requests to add an accommodation to the “Orders Requiring Passes” module of the EHR can be submitted to the CMHC Chief Medical Information Officer (CMIO). Examples of items that DO NOT require a pass to be ordered can be found at: https://ispace.utmb.edu/xythoswfs/webview/_xy-16847736_1.

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	Replaces: 3/7/17	
	Formulated: 4/02 Reviewed: 07/18	Page 2 of 3
MEDICAL PASSES		

- IV. Medical passes will be ordered only by CMHC providers (facility-based and DMS). Recommendations by a consulting specialist will be reviewed by the facility medical staff and pass ordered if approved.
- V. Appropriate medical record documentation will accompany all decisions to order or discontinue a medical pass. Pertinent findings (both positive and negative) to support pass decision(s) will be documented in the medical record.
- VI. If a medical condition may alter or interfere with routine security operations, the specific physical limitation should be communicated in the medical pass order. The warden or warden’s designee must be notified before a pass takes effect if the pass would result in the inability to restrain an offender in the usual manner. Any pass resulting in the inability to restrain an offender in the usual manner must be approved by the facility Medical Director in consultation with the facility Warden or his designee. The Medical Director will have the final authority regarding all medical pass orders.
- A report can be printed as needed for security operations from the “reports” section of CMHC web which lists all current medical passes resulting in the inability to restrain an offender in the usual manner.
- VII. A medical pass log can be printed as needed for security operations from the “reports” section of CMHC web.
- VIII. The duration of medical passes should be based on reasonable clinical expectations, but the initial recommended duration of the pass can be extended or shortened depending on clinical progress and professional opinion. Because all offenders with serious health care conditions are to be assessed at least annually, the maximum duration of a medical pass should be 365 days, except for prosthetic devices and Clipper Shave Passes, for which passes without expiration can be ordered (Clipper Shave Passes are addressed in a separate policy).
- Recognizing that an offender’s condition may change and/or opinions may differ among healthcare professionals, an offender’s pass(es) may be reordered or discontinued at the discretion of a physician, dentist, psychiatrist, mid-level practitioner, or clinical pharmacist. The offender will be notified (either verbally or in writing) if a pass is discontinued prior to expiration. The offender will be asked to voluntarily relinquish the pass. Notification of the offender and the attempt to retrieve the pass will be documented in the medical record.

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	Replaces: 3/7/17	
	Formulated: 4/02 Reviewed: 07/18	Page 3 of 3
MEDICAL PASSES		

IX. The final authority as to whether an order for a pass is medically necessary will be the facility Medical Director or Psychiatrist (as appropriate) at the offender’s current facility of assignment. Higher level (Regional/Senior Medical Director) intervention will occur only on a case-by-case basis in unusual or extraordinary situations.

Reference: CMHC Policy E-37.2, “Guidelines for Clipper Shaver Pass”
 ACA Standard 4-4347 (Ref. 3-4330)
 ACA Standard 4-4350 (Ref. 3-4355)
 ACA Standard 4-4359 Mandatory
 ACA Standard 4-4362 (Ref. 3-4343) Mandatory
 ACA Standard 4-4375 (Ref. 3-4358)
 ACA Standard 4-4381 (Ref. 3-4327) Mandatory
 ACA Standard 4-4399 (Ref. 3-4369)
 ACA Standard 4-4429 (Ref. 3-4380-1)