

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 8/23/2016	NUMBER: H-60.3
	Replaces: 09/22/2014	
	Formulated: 8/97 Reviewed: 07/2021	Page 1 of 1
<b>HEALTH SERVICES FORMS CONTROL AND DESIGN</b>		

**PURPOSE:** To establish a mechanism for Health Services forms control and guidelines to request approval of forms to be used for documentation of care and treatment in inmate health records and for Health Services administrative needs.

**POLICY:**

- I. All forms that are created, designed, revised or introduced as a pilot project by health services staff will be routed through the appropriate UTMB-CMC/TTUHSC disciplines (i.e., Medical Director, Dental Director, Nursing Director, and Mental Health Director) or TDCJ Health Services staff for consideration.
  - A. The discipline director that approves a form created, designed, revised or introduced as a pilot form will be responsible for advising the Assistant Director of Health Information Management of the approval.
  - B. The Assistant Director of Health Information Management will present the form to the members of the Forms Control and Design Committee.
    1. The Committee shall consist of discipline representatives from each of the universities, designated TDCJ Health Services staff and the Assistant Director of Health Information Management.
    2. The Committee will meet at a minimum, quarterly, to review and make recommendations to approve/disapprove.
  - C. If a pilot form is presented, a notice will be provided to the Committee in writing and will include the length of the pilot study, the affected facilities, a copy of the form, and the proposed disposition of the form. Comments regarding use of the form will be made to the Joint Forms Committee as well as the appropriate discipline directors prior to the end of the pilot study.
- II. Final approval of all forms will be the responsibility of the Joint Medical Director's Committee.