

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety
Prison

SECTION: Administrative – Medical
Record

POLICY # AD VI-16

PAGE 1 of 2

SUBJECT: Recording Data in OPUS

EFFECTIVE DATE: March 2014
SUPERCEDES DATE: March 2011

PURPOSE

To define guidelines for recording health information in the Offender Population User System (OPUS) healthcare module or the electronic health record so as to ensure retrieval of health care data for continuity of care, statistical reports, and overall management of offender healthcare

POLICY

In addition to maintaining the health record, certain health information will be entered into OPUS, the computer database system for the Department of Public Safety. Data entered into OPUS may include, but is not limited to offender encounters and healthcare restrictions. All requests for healthcare requiring Utilization Review (UR) approval will be accomplished through OPUS. Appointments and admissions to inpatient facilities for offender healthcare may be scheduled either in OPUS or through the electronic record.

PROCEDURE

- I. Healthcare encounters
 - A. Healthcare encounter forms used to document:
 1. Significant face to face meetings with an offender
 2. Significant case/record reviews for continuity of care
 3. In absence of electronic health record
 - B. Recording of healthcare encounters/information
 1. Use of OPUS screens
 - a. Used in absence of electronic health record
 - b. Used to document the following:
 - (1.) Medical history
 - (2.) Problem list
 - (3.) Laboratory test results
 - c. MS 20 and MS 50 used for inpatient admissions
 - d. Completed as offender's condition changes
 - e. Dated at time encounter occurs
 - f. Allows for shredding of encounter after data entry
 - C. Recording of healthcare encounter/information in electronic format
 1. Use of electronic health record
 - a. OPUS screens (DS02, MS02, MH02) no longer available
 - b. MS20 and MS 50 remain active for inpatient admissions
 - c. Used to document the following:
 - (1.) Medical history

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety
Prison

SECTION: Administrative – Medical
Record

POLICY # AD VI-16

PAGE 2 of 2

SUBJECT: Recording Data in OPUS

EFFECTIVE DATE: March 2014

SUPERCEDES DATE: March 2011

- (2.) Problem list
- (3.) Laboratory results

- d. Allows for automatic extraction of information on OPUS HS 50 and HS 51 needed by custody to determine:
 - (1.) Housing
 - (2.) Work assignments
 - (3.) Dietary requirements

II. OPUS Utilization Review screens

- A. Used to request specialty services through the UR process
- B. Used with or without the electronic health record

III. Appointment Scheduling

- A. All appointments scheduled in OPUS
- B. In addition may be done in electronic health record

Paula Y. Smith, M.D.

5/26/2014

Paula Y. Smith, MD, Chief of Health Services

Date

SOR: OPUS Coordinator