

## 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: September 2016  
SUPERCEDES DATE: March 2014

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### PURPOSE

To define guidelines for recording health information in the Offender Population User System (OPUS) healthcare module or the electronic health record (EHR) 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, external and specialty medical appointments. All requests for healthcare requiring Utilization Review (UR) approval will be accomplished through EHR and OPUS. Appointments and admissions to inpatient facilities for offender healthcare may be scheduled either in OPUS. Internal appointments for care facilitated by facility staff shall be scheduled through the EHR.

### PROCEDURE

#### I. Data Extraction

- A. A. Inpatient Admission and Discharges and MS 20 (Inpatient Admission / discharge Entry) and MS 50 (Inpatient Inmate Profile) will be used by nursing staff to record inpatient admissions and discharges
- B. The EHR allows for automatic extraction of information to OPUS HS 50 and HS 51 (Health Classification and Considerations) needed by custody and programs staff to determine:
  - (1.) Housing
  - (2.) Work assignments
  - (3.) Dietary requirements
- C. The OPUS MS10 Screen (Medical Laboratory Log) will actively display laboratory results:
  - (1.) Updated by the external laboratory vendor who will electronically send laboratory results to the OPUS MS10 screen
  - (2.) Updated by staff who manually enter laboratory tests and results
- D. OPUS Utilization Review screens HS10, HS11
  - (1.) Used to request specialty services through the UR process
  - (2.) Used in conjunction with data from the electronic health record

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### II. Appointment Scheduling

- (1.) All external and specialty clinic appointments will be scheduled in OPUS using the IP10 Screen (Inmate Appointment Calendar).
- (2.) Dental Appointments at Central Prison will be scheduled using the IP10 Screen
- (3.) All Optometry Clinic Appointments will be scheduled using the IP10 Screen
- (4.) All other internal appointments for routine care provided by facility staff will be scheduled through the EHR.

*Paula Y. Smith, M.D.*

9/20/2016

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Paula Y. Smith, MD, Chief of Health Services

Date

SOR: OPUS Coordinator