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Laboratory, Radiology and Optometric Services	ACA Standards: 2-CO-4E-01, 4-4375, 4-4427		
Scott Crow, Interim Director Oklahoma Department of Corrections		Signature on File	

Laboratory, Radiology and Optometric Services

Diagnostic laboratory, radiology, and optometric services are provided to inmates in the custody of the Oklahoma Department of Corrections (ODOC) in accordance with this procedure. (2-CO-4E-01)

I. Laboratory Services

Equipment, supplies, and materials for health services are provided and maintained as determined by the facility's designated health care authority. (4-4427)

A. Sufficient and Suitable Space

1. Sufficient and suitable space with adequate lighting will be available.
2. The designated area will be equipped with a washbasin with hot and cold water and hand washing supplies.

B. Control and Maintenance of Laboratory Services

Occupational Safety & Health Administration (OSHA) standards will be followed regarding the collection, storage, and transport of biological specimens.

C. Laboratory Procedures and Testing

1. Laboratory procedure manuals, reference guides, and safety manuals will be maintained and available in the laboratory area. These procedures will be reviewed annually and updated as needed by the Correctional Health Services Administrator (CHSA) or designee.
2. A refrigerator will be provided for laboratory use only. Temperatures will be logged daily, using the "Refrigerator Temperature Log" ([DOC 140132A](#), attached).
3. If perishable blood products are stored at the facility, an alarmed refrigerator used exclusively for whole blood storage will be available and identified for that specific use. Temperatures will be logged daily using the "Refrigerator Temperature Log" ([DOC 140132A](#)).
4. Daily inventories will be maintained on medical instruments, needles, and syringes as outlined in [OP-040107](#) entitled "Tool Control Standards" and [OP-140130](#) entitled "Pharmacy Operations."
5. All caustics, toxics, and flammables will be maintained in accordance with [OP-150310](#) entitled "Hazard Communications Program."
6. Facilities will provide on-site diagnostic testing with immediate results for the following:
 - a. Multiple-test dipstick urinalysis;
 - b. Finger-stick blood glucose testing;
 - c. Peak flow testing (hand-held or other) or the equivalent;
 - c. Stool blood-testing material; and
 - e. Female facilities will have pregnancy test kits.

II. Contract Laboratory Services

The agency will contract with an accredited clinical laboratory. The contract will be maintained at the medical services central office. The contracted clinical laboratory will maintain accreditation pertinent to the State of Oklahoma and Clinical Laboratory Improvements Act (CLIA) certification. A copy of the appropriate CLIA documentation will be posted in each health services unit.

A. Supplies and Equipment

1. Laboratory supplies and equipment will be provided by the contracted provider.
 2. A completed laboratory request will be submitted for each laboratory test, according to the contract provider requirements, which will include the inmate's full name, date of birth, gender, and DOC number.
 3. Laboratory results will be filed in the electronic health record (EHR).
- B. Medical providers will normally use contract laboratory tests in preference to non-contract laboratory tests, as clinically indicated.
- C. Medical providers will review and sign all laboratory results within ten days of receipt.

III. Autoclave

Autoclave procedures for testing, storage, record keeping, operation and maintenance are outlined in the "Decontamination Handbook for Bloodborne Pathogens" ([OP-140125](#), [Attachment A](#)).

IV. Radiology Services

Portable radiology vendors utilized by ODOC will maintain certification pertinent to the State of Oklahoma.

A. Facilities

1. Facilities will provide the portable radiology vendor an area with sufficient, suitable space and adequate lighting.
2. In case of emergency, facilities may obtain radiographic services from appropriate network radiographic providers such as hospitals or private clinics.
3. A "Radiographic Report" ([DOC 140132B](#), attached) will be completed when utilizing services from a hospital or private clinic.
4. All radiographic reports generated by the portable radiology vendor or network provider will be entered into the EHR.

5. Medical providers may review radiographic images for preliminary interpretation; however, all radiographic images (other than dental films) will receive a final reading and report from a radiologist.

B. Radiology Safety Badge

Utilization of radiological safety badges will be in accordance with current recommendations established by the Oklahoma State Department of Health.

C. Maintenance of Radiology Film(s)

1. Radiographic images will be maintained in the form of films/digital CD's or on the PACS (Picture Archives and Communication System) server system.
2. Radiology film(s)/CD's will be maintained in an inmate's specific film envelope. The face of each film envelope will have the following information:
 - a. Inmate name and DOC number; and
 - b. Date, type and facility where the film was taken.
3. All radiology films/CD's that are not stored on the PACS will be stored and maintained at Medical Services Administration. Requests for x-rays will be made to the Medical Services Manager.
4. In the event the health care provider requires the inmates films/CD's, the films/CD's will be retrieved, if available, and forwarded to the facility where the inmate is incarcerated.
5. The closed radiology file/CD's will be maintained in accordance with [OP-140106](#) entitled "Healthcare Record System."
6. Dental films that are not stored on the PACS will be stored and maintained at Medical Services Administration. The dental films will be maintained in a sealed manila envelope. The outside of the sealed manila envelope will be labeled "Medical Record" and include the inmates full name and DOC number.

V. Optometric Services (4-4375)

A. Initial Evaluation

All inmates will receive a visual acuity screening test during the initial medical evaluation at the assessment and reception center. Inmates with visual acuity worse than or equal to 20/70, or other identified pathology,

will be referred to an optometrist using the "Optometric Service Record" ([DOC 140132C](#), attached). If corrective lenses (glasses) are needed, the optometrist will write the prescription. Subsequent evaluations are at the medical provider's discretion and based on need.

B. Eye glasses

1. If an ODOC optometrist determines that corrective lenses are required for an inmate, a prescription will be written.

If prescribed, one pair of glasses will be provided to the inmate. The eyeglasses will be either black or gray standard industrial frames with untinted safety lens provided by a contract vendor. Glasses may be tinted in documented cases where the health of the eyes would be adversely affected.

2. Additional glasses will be provided when the inmate requires a change in prescription as determined by ODOC optometrists.
3. New reception inmates (assessment and reception centers) and inmates transferred to higher security from community supervision who currently have eyeglasses may retain their eyeglasses with the approval of Medical Services and security staff.
4. The inmate will be required to sign the "Orthoses, Prostheses, and Other Aids to Impairment Appliance Record" ([DOC 140133A](#)) to show a receipt for the adaptive device(s) when issued, in accordance with [OP-140133](#) entitled "Orthoses, Prostheses and Other Aids of Impairment."

C. Lost, Broken or Destroyed Eye glasses

The inmate will pay for the replacement of glasses lost, broken, or destroyed before a new prescription is required, unless it has been greater than five years since the last prescription. The fee charged by an ODOC contract vendor for the replacement will be charged to the inmate's trust fund account. The assessed charge will be due and collectable when sufficient funds become available for payment.

D. Contact Lenses

Contact lenses will only be prescribed when, in the clinical judgment of the ODOC optometrist or contracted optometrist or ophthalmologist, an eye-refractive error is best treated with the prescription of contact lenses. Generally, these cases are limited to the following:

1. Diagnosis of keratoconus.
2. Certain inmates with artificial lens implants.

A QHCP will evaluate inmates upon notification that an inmate is in possession of contact lenses not prescribed by an ODOC optometrist, contract optometrist, or ophthalmologist. The inmate will be referred to the medical provider to determine whether the inmate may retain the contact lenses. If determined that the contact lenses are not medical necessary, the inmate will be scheduled an appointment with an optometrist to be evaluated for eyeglasses.

Once eyeglasses are received, the contact lenses will be disposed of in accordance with [OP-030120](#) entitled "Inmate Property." Medical will provide adequate contact lens supplies for inmates authorized contact lenses or those awaiting eyeglasses.

E. Outside Prescriptions

1. Inmates requesting eyeglasses from a source other than ODOC will be provided a copy of their current prescription. The eyeglasses provided from the outside source must meet ODOC specifications and mailed directly from an optometrist to the facility's medical unit; attention CHSA.
2. The eyeglasses must be reviewed and approved by medical services and security staff prior to issuance to the inmate. ODOC will not be held financially responsible for the purchase, repair, or maintenance of eyeglasses not provided by ODOC. Inmates who receive eyeglasses from a source other than ODOC will not concurrently receive eyeglasses from ODOC.
3. Eyeglasses must be standard industrial frames of a solid color of black or gray. No metal frames are allowed. If glasses are received from an outside vendor and do not meet policy requirements, they will be returned to vendor.
4. The CHSA will maintain a tracking log for all eyeglasses received and any eyeglasses returned to the outside vendor.

F. Optical Prescriptions

Inmates may request a copy of their most current optical prescription upon release from ODOC.

VI. References

Policy Statement No. P-140100 entitled "Inmate Medical, Mental Health, and Dental Care"

OP-030120 entitled "Inmate Property"

OP-040107 entitled "Tool Control Standards"

OP-140106 entitled "Healthcare Record System"

OP-140125 entitled "Bloodborne Pathogen Exposure Control Program"

OP-140130 entitled "Pharmacy Operations"

OP-140133 entitled "Orthoses, Prostheses, and Other Aids of Impairment"

OP-150310 "Hazard Communications Program"

Occupational Safety & Health Administration (OSHA) standards, Ionizing Radiation-1910.1096

US Environmental Protection Agency (EPA) 402-F-98-010, May 1998, "Health Effects From Exposure To Ionizing Radiation"

Radiation Safety Committee, Radiation Safety Manual, "NRC's Rules and Regulations," August 1999

VII. Action

The chief medical officer is responsible for compliance with this procedure.

The director of Health Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-140132 entitled "Laboratory, Radiology and Optometric Services" dated June 27, 2018

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 140132A	“Refrigerator Temperature Log”	Attached
DOC 140132B	“Radiographic Report”	Attached
DOC140132C	“Optometric Record”	Attached
DOC 140133A	“Orthoses, Prostheses, and Other Aids of Impairment Appliance Record”	OP-140133

<u>Referenced Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Decontamination Handbook for Bloodborne Pathogens”	OP-140125

