



Escambia County Corrections Bureau Road Prison Division

Medical SOG #103

Medical Charts



Purpose: This SOG serves as a guideline for control and disposition of inmate's medical records.

Procedure: Medical charts shall be inventoried by the MCO on weekend nights before the transport on Monday morning to the main jail for evaluation.

Any inmate released (ATW= All the Way) from the road prison will have their medical record placed back in the jail medical folder and a note attached to a single chart or atop a bundle stating "Released (ATW) from Escambia County Road Prison".

If a chart is found to be missing, a missing medical chart form is to be completed and sent through the proper persons noted at the bottom of the form.