



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS D-02.0 DISCHARGE MEDICATIONS
Effective Date:	11/01/2012 Page 1 of 2
Revision Date(s):	10/01/2020; 06/30/2026
Public Safety Chief Signature:	/s/ John Schaffer, Public Safety Chief
Medical Director Signature:	/s/ Dr. Paul Rees, MD
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN

I. PURPOSE

Provide discharge medications and medical supplies for continuity of care through proper coordination with Diamond Pharmacy and the designated Case Manager. Coordination of care may be worked out with a receiving facility or community resource.

II. DEFINITIONS (see Glossary)

III. GENERAL REQUIREMENTS

A. Requirements

1. Inmates may receive up to a 60-day supply of current, active medication and medical supplies as needed for continuity of care at the time of their discharge or transfer.
 - a. When the Case Specialist or Contract Placement Bureau office staff sends notification of discharge to the med room staff that an inmate will be leaving MSP, med room staff will request discharge medications from Diamond Pharmacy.
 - b. Once the discharge medications are received by the med room staff, they will securely package and date them.
 - 1) These will be provided to the inmate upon inmate's departure.
2. When an inmate transfers, the secured medications will be provided to Transportation by the med room staff, to deliver with the inmate to the transfer location.
 - a. In the event an inmate is transferred without notice, the med room staff will immediately fax a copy of the inmate's *Medication Administration Record* to the receiving facility.
 - 1) The medication will then be mailed to the inmate by med room staff at the address provided.
 - 2) Inmate addresses can be found on the transfer paperwork received from the MSP Case Specialist or Contract Placement office.
 - b. All medications will be provided in a child proof container.
3. Upon inmate discharge:
 - a. Medications are packaged, secured, and provided to Transportation to transfer to the inmate on the day of discharge from the facility.
 - 1) On weekends and holidays, Prison Base is responsible for this requirement.
 - b. All medications will be provided in a child proof container.
 - c. If an inmate is released without essential prescribed medication, the medication will be mailed to the inmate at the address given to the pharmacy.
 - 1) Inmate addresses can be found on the discharge paperwork received from the MSP Case Specialist.

4. Injectable medications will be reviewed by the prescribing practitioner and coordinated with the Case Manager to:
 - a. determine the appropriate discharge supply; and
 - b. when necessary, coordinate administration needs with outside referral sources.
5. The designated Correctional Health Service Technician (CHST) will be responsible for providing essential supplies (for example, diabetic syringes, blood sugar testing material, and other supplies) as ordered by a provider.
6. Documentation of discharge medications and supplies will be consistent with *DOC 1.5.14 Case Management in Adult Secure Facilities*.

IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.