



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS E-08.1 WOUND DOCUMENTATION WITH OR WITHOUT PHOTOGRAPHY
Effective Date:	03/16/2014 Page 1 of 3
Revision Date(s):	12/30/2021; 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

Document wounds accurately and efficiently with or without the use of photography, monitor the progression of wound healing, and define the process for nursing documentation of wound care.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. Infection Control and Prevention

1. Keep camera stored in designated case away from patient and wound supplies.
2. Wash hands before accessing the camera.
3. Remove the camera from its storage case and place it next to the patient on a clean surface.
4. Take the photos while ensuring the camera does not touch the patient.
5. Place the camera back on the clean surface and wipe it with sanitizing wipes before removing it from the patient area.
6. Return camera to designated storage case and area.

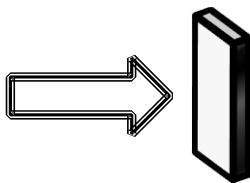
B. Camera and Equipment Use

1. Remove the camera from the designated storage area and case.
2. Press the "ON" button located on the top of the camera.
3. Do not change camera settings. Settings are preset to 'P' (Program Auto) mode for best color and detail.
4. The 'P' (Program Auto) mode settings are as follows:
 - a. Flash Setting - "Auto"
 - b. Macro Setting - "Macro"
 - c. Self-Timer Mode - "Off"
 - d. Exposure Comp. - "+0.3"
 - e. White Balance (WB) - "One Touch 1"
 - f. ISO - "Auto"
 - g. Drive - "Single"
 - h. Image Size - "12M"

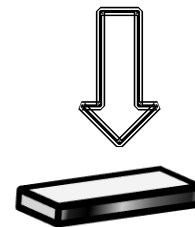
5. If the camera is reset, see the instruction manual, “Menu Index, p. 10” for instructions on how to program defined settings.

C. Image Composition and Consistency Techniques

1. Use natural light (no flash) when possible.
2. If the light source is behind you, be sure your body does not cast a shadow.
3. Showcase the wound on a solid background. Dark blue or black drapings are best because they absorb the flash, if used, and decrease reflection off the patient’s skin.
4. Avoid shiny or glossy underpads that reflect the flash, if used.
5. Avoid:
 - a. clutter in the background; and
 - b. towels or clothing with prints.
6. Position the patient in the same position for each set of photos to ensure consistency as the wound progresses.
7. Take the photos from the same angle each time. Hold the camera perpendicular to the wound, *not* top down.



Correct



Incorrect

8. Take a minimum of 3 photos per wound site.
9. Take photos at a distance of 12 inches to highlight tissue texture, drainage, and color.
10. Preview shots taken to ensure the quality of the photos.
11. Retake if necessary.

D. Photographic Documentation Standards

1. All wounds requiring regular visualization will be documented using Wound Care Nursing Protocol with each assessment and uploaded to the Electronic Health Record (EHR).
2. All wounds requiring regular visualization will be photographed 1 time per week or more frequently per physician’s orders.
3. If there is no visual progression of healing after 2 weeks, this will be reported to the provider.
4. If there are additional wounds in separate locations, there must be a separate Wound Care Nursing Protocol for each wound.
5. After the photo documentation session is complete, photos must be uploaded to the EHR from the camera, then all photos must be deleted from the camera.
6. To delete photos from the camera the directions are as follows:
 - a. press the “Menu” button.
 - b. use the joystick and arrow to the left once; and
 - c. use the joystick to arrow down to delete.

E. Wound Site Preparation

1. Be sure to position patient in the same manner for photos; position should promote muscle relaxation.
2. Label the wound assessment tool with the proper information as follows:
 - a. date;
 - b. patient's name and the time;
 - c. patient's housing unit (in place of Loc.); and
 - d. clinician's name, printed.
3. Remove wound dressing if applicable.
4. Apply a wound assessment tool around the wound. Do not fold around the body.
5. Drape the surrounding area with dark blue or black to allow the wound to stand out. Use solid patterns for the background.

F. Photograph Documentation

1. Use the USB connection cable to connect the camera to the authorized computer.
2. Review the photos that were taken and choose the photo with the best color, quality, and clarity to upload to the EHR.
3. Upload the photo to the PC/Photos.
4. Drag photo to the EHR utilizing the "Attach Documents" tab in the patient's record. Save as "Clinical Photo."
5. In compliance with HIPAA laws, once the necessary photos have been uploaded to the EHR, all remaining photos should be removed from any computers and/or external storage to ensure privacy.

IV. CLOSING

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