TRANSFER MEDICATION PROCESS

For transfers to Work Releases other than Rap House/Lincoln Park, follow Attachment 1 of DOC 650.035 Medications for Transfer and Release

To Department Prison

To Rap House/Lincoln Park Work Release

To Jail or other Prison system

Department practitioner orders 14 day supply of controlled substances using CIPS Medication Summary Report at least 7 days in advance of transfer

Nursing employee/contract staff places in offender-specific Transfer Medication Packet:
- All of the offender’s active medications, including Pill Line and KOPs held by Health Services employees/contract staff
- Copy of DOC 13-380 Transfer/Release of Offender

Nursing employee/contract staff places in offender-specific Transfer Medication Packet:
- All of the offender’s active medications, including Pill Line and KOPs held by Health Services employees/contract staff
- 14 day supply of controlled substances
- Copy of DOC 13-380 Transfer/Release of Offender

Nursing employee/contract staff places in offender-specific Transfer Medication Packet:
- All of the offender’s active medications, including Pill Line and KOPs held by Health Services employees/contract staff
- Copy of MAR
- Copy of DOC 13-380 Transfer/Release of Offender

Health Services employee/contract staff places the Transfer Medication Packet in a sturdy, secured container labeled ‘Medications for Health Services’ and ensures it is delivered to Transportation employees

Custody and/or offender places KOPs and OTCs in a state transport bag

At the receiving facility, medical employee/contract staff retrieves the Transfer Medication container directly from the Transport Officer