

CLIENT LABELS FOR SAMPLES/FORMS

DOE, JOHN
DOB: 31/05/1981
HC: 123 456 658
NU: 23546

- Prior to printing ensure information is accurate. Compare to lab result in chart.
- Last name, first name (CAPS)
- Date of birth should always be Date/month/year
- Health care card of Nunavut residents are 9 numbers
- Ensure it's aligned left and not middle as well as font should be 10-12pt

CLIENT LABEL FOR CHART

DOE, JOHN COMS # 12345
DOB: 31/05/1981
HC: 123 456 658
NU: 23546

- Prior to printing ensure information is accurate. Compare with chart documentation if available.
- Last name, first name (CAPS)
- Date of birth should always be Date/month/year
- Health care card of Nunavut residents are 9 numbers
- Ensure it's aligned left and not middle as well as font should be 10-12pt
- **Inmate # should not** be used. Use COMS #. Any labels identified with inmate # or I/M should be replaced.

MEDICAL CHART FILING

PROFILE & CONSENTS

- Only include the COMS profile picture. Extra sheets of charges should not be included.
- All consents including in the intake bundles should be filled from oldest to newest under the most recent COMS profile picture.
- No other documentation should be placed under here.

INTAKE BUNDLES

- Medical intake forms
- COVID screening forms
- Ensure the newest forms are on the top. Newest Medical intake Assessment should be visible and covid screening behind same.

MENTAL HEALTH ASSESSMENT

- Mental Health Nurse or Clinician notes
- AIMS, Suicide screening forms or Comprehensive Assessments.
- Non GN approved forms can not be placed here.

PHYSICIAN ORDERS/NOTES/EMAILS

- All physician notes or orders
- Printed physician emails
- Medical Referrals – completed by physician copies only
- Community call forms – completed by physician copies only

NURSING NOTES

- Nursing notes with any attached documentation such as pictures.

NURSING FLOW SHEETS/DOCUMENTATION

- Nursing flow sheets
- Transfer or Discharge summaries
- Nurse request forms
- TBAF or STI screening forms

COMMUNITY HEALTH HX

- Community health information or information from sending facility.
- Ensure no unnecessary documents or duplicate documents are placed on chart

DI/LAB RESULTS /IMMUNIZATIONS

- DI reports completed while incarcerated
- Lab results completed while incarcerated
- Immunizations provided in house only such as Mantoux, TDAP, COVID vaccine.

RX/MISC

- All prescriptions
- Medication/treatment refusal forms

MARS

- All completed MARS including narcotics
- No other papers should be placed here