

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.  
**Health Services**

**Policies and Procedures**

Policy Subject/Title: County Jail Inmate Patients  
Applicability: All Sites Who See County Jail Inmates as Patients  
Purpose: To assure safety of staff and facility when County Jail Inmates are seen as patients.

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Policy: To take measures to assure that the safety of staff and of the facility is a top priority when inmates are being seen in the facility.

Procedure:

- 1) The County Jail will contact the clinic and schedule inmate appointments.
  - A. Inmates are covered under the County Indigent Health Care Program. They **will not** have the County Indigent Program **card**.
  - B. When appointments are made we will confirm with the County Jail staff that the inmate has been booked and is currently incarcerated.
  - C. We will also contact the County Indigent Health Care Program and confirm that they have received the paperwork on the inmate and that they are covered under the program.
  - D. Steps "B" and "C" will be documented. (see attachment)
  - E. If confirmation of the inmate's status is not obtained the Clinic Manager will contact the Sheriff's Office and clarify the inmate's status. This will be documented and the documentation will be placed under the last tab in the medical record in the registration section.
- 2) Consideration will be given to scheduling sufficient time to get the inmates registered as patients.
  - A. The forms necessary for registration should be filled out by the inmate and faxed to the clinic no later than the day before the appointment.

- B. Clinic staff can enter and create the medical record prior to the inmates' arrival. Signatures will be obtained at the time of the inmate's appointment.
- 3) The scheduling staff will work with the clinic manager to schedule the inmate(s) at the beginning or the end of a morning or afternoon schedule in order to provide as secure an environment as possible
- 4) The clinic manager will be responsible for developing a relationship with a contact person at the County Jail and negotiating how the inmates will be brought into the building and secured while in the building.
- 6) Inmates will need to have a guard with them at all times while in the clinic.
- 7) Other programs housed in the clinic location, if applicable, will be notified of the time of the inmates' appointment so that they can secure themselves as they deem appropriate.

ATTACHMENTS: Inmate Status Verification Form

# Brazos Valley Community Health Centers

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**Bryan-College Station  
Community Health Center**  
3370 S Texas Avenue  
Bryan, Texas 77802  
Phone: 979-595-1700

**Grimes County  
Community Health Center**  
1905 Dove Crossing  
Navasota, TX 77868  
Phone: 936-825-0000

**Madison County  
Community Health Center**  
813 S. State Street, Ste. 105  
Madisonville, TX 77864  
Phone: 936-348-3396

**Robertson County  
Community Health Center**  
1002 West Brown Street  
Hearne, TX 77859  
Phone: 979-279-0701

**Leon County  
Community Health Center**  
607 Lassater  
Centerville, TX 78533  
Phone: 903-536-3687

## INMATE STATUS VERIFICATION FORM

**INMATE'S NAME:** \_\_\_\_\_

**CLINIC SITE:** \_\_\_\_\_

**INCARCERATION SITE:** \_\_\_\_\_

**Date and Time of Appointment:** \_\_\_\_\_

**Date of Verification:** \_\_\_\_\_

\_\_\_\_\_ I confirmed with the County Jail that the patient has been booked and is currently incarcerated at that facility.

\_\_\_\_\_ I confirmed this information with \_\_\_\_\_  
Name of County Jail Staff Person

\_\_\_\_\_ I called the County Indigent Health Care Program at 979.595.2800 and spoke with \_\_\_\_\_  
Name of BVCOG Staff Person  
to confirm that the paperwork on this inmate has been received by their office and that they are covered under the County Indigent Health Care Program.

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Date**

