

VT Department of Corrections

INTERIM REVISION MEMO

TO: All Staff

FROM: Andrew A. Pallito, Commissioner

RE: Interim Revision Memo on #254.02 *Access to Health Care Records*

DATE: February 24, 2011

cc: Trudee Ettlinger, Meredith Larson, William Lawhorn, Lisa Menard

The following *Interim Revision Memo* affecting Administrative Directive #254.02, *Access to Health Care Records*, **is in effect on March 2, 2011.**

The language below is an addition to Section 4.5, following 4.5.2.3.

NEW ADDITION:

4.5.2.4 If the person in custody requests copies of his/her health record not in connection with litigation or pursuant to a court order, they shall be provided unless the Assistant Superintendent or designee of the correctional facility in which the person is incarcerated, in consultation with the Health Services Director or designee, determines that providing copies of the requested records would jeopardize the health, safety, security, custody, or rehabilitation of the individual or other inmates, or the safety of any officer, staff/contracted provider, or other individual at the correctional facility or responsible for transporting the person in custody.