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Laboratory, Radiology and Optometric Services	ACA Standards: 2-CO-4E-01		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Laboratory, Radiology and Optometric Services

The Oklahoma Department of Corrections (ODOC) provides diagnostic laboratory, radiology, and optometric services to inmates in accordance with this procedure. (2-CO-4E-01)

I. Laboratory Services

Equipment, supplies, and materials for health services are provided and maintained as determined by the facility's designated health care authority.

A. Sufficient and Suitable Space

1. Sufficient and suitable space with adequate lighting will be available.
2. The designated area will be equipped with a washbasin with hot and cold water and hand washing supplies.

B. Control and Maintenance of Laboratory Services

Staff will follow the Occupational Safety and Health Administration (OSHA) standards regarding the collection, storage, and transport of biological specimens.

C. Laboratory Procedures and Testing

1. Laboratory procedure manuals, reference guides, and safety manuals will be maintained and available in the laboratory area. The correctional health services administrator (CHSA) or designee will review these procedures annually and update as needed.
2. A refrigerator will be provided for laboratory use only. Temperatures will be logged daily using the "Refrigerator/Room Temperature Log" ([DOC 140132A](#), attached).
3. If perishable blood products are stored at the facility, an alarmed refrigerator used exclusively for whole blood storage will be available and identified for that specific use. Temperatures will be logged daily using the "Refrigerator/Room Temperature Log" ([DOC 140132A](#), attached).
4. Daily inventories will be maintained on medical instruments, needles, and syringes as outlined in [OP-040107](#) entitled "Tool Control Standards" and [OP-140130](#) entitled "Pharmacy Operations."
5. All caustics, toxics, and flammables will be maintained in accordance with [OP-150310](#) entitled "Hazard Communication Program."
6. Facilities will provide on-site diagnostic testing with immediate results for the following:
 - a. Multiple-test dipstick urinalysis;
 - b. Finger-stick blood glucose testing;
 - c. Peak flow testing (hand-held or other) or the equivalent;
 - d. Stool blood-testing material; and
 - e. Pregnancy testing (female facilities only).

II. Contract Laboratory Services

The agency will contract with a clinical laboratory accredited by the State of Oklahoma and Clinical Laboratory Improvements Act (CLIA) certification. Staff will post a copy of the appropriate CLIA documentation in each health services unit. Medical Services administrative offices will maintain the contract.

A. Supplies and Equipment

1. The contracted provider will provide laboratory supplies and equipment.
 2. A completed laboratory request will be submitted for each laboratory test, according to the contract provider requirements, which will include the inmate's full name, date of birth, gender, and ODOC number.
 3. Laboratory results will be filed in the electronic health record (EHR).
- B. Medical providers will use contract laboratory tests in preference to non-contract laboratory tests, as clinically indicated.
- C. Medical providers will review and sign all laboratory results within ten days of receipt.

III. Autoclave

Autoclave procedures for testing, storage, record keeping, operation, and maintenance are outlined in the "Decontamination Handbook for Bloodborne Pathogens" ([OP-140125](#), [Attachment A](#)).

IV. Radiology Services

Portable radiology vendors utilized by ODOC will maintain certification pertinent to the State of Oklahoma.

A. Facilities

1. Facilities will provide the portable radiology vendor an area with sufficient, suitable space and adequate lighting.
2. In case of emergency, facilities may obtain radiographic services from appropriate network radiographic providers such as hospitals or private clinics.
3. A "Radiographic Report" ([DOC 140132B](#), attached) will be completed when utilizing services from a hospital or private clinic.
4. All radiographic reports generated by the portable radiology vendor or network provider will be entered into the EHR.
5. Medical providers may review radiographic images for preliminary interpretation; however, all radiographic images (other than dental films) will receive a final reading and report from a radiologist.

B. Radiology Safety Badge

Utilization of radiological safety badges will be in accordance with current recommendations established by the Oklahoma State Department of

Health.

C. Maintenance of Radiology Film(s)

1. Radiographic images will be maintained in the form of film/digital CD or on the PACS (Picture Archives and Communication System) server system.
2. Radiology film(s)/CD(s) will be maintained in an inmate's specific film envelope. The face of each film envelope will have the following information:
 - a. Inmate name and ODOC number; and
 - b. Date, type and facility where the film was taken.
3. All radiology films/CD's that are not stored on the PACS will be stored and maintained at the Medical Services administrative offices. Requests for x-rays will be made to the Medical Services administrator.
4. In the event the health care provider requires an inmate's films/CDs, the films/CDs will be retrieved, if available, and forwarded to the facility where the inmate is incarcerated.
5. The closed radiology files/CDs will be maintained in accordance with [OP-140106](#) entitled "Healthcare Record System."
6. Dental films that are not stored on the PACS will be stored and maintained at Medical Services administration. The dental films will be maintained in a sealed manila envelope. The outside of the sealed manila envelope will be labeled "Medical Record" and include the inmates full name and ODOC number.

V. Optometric Services

A. Initial Evaluation

All inmates will receive a visual acuity screening test during the initial medical evaluation at the assessment and reception center. Inmates with visual acuity worse than or equal to 20/70, or other identified pathology, will be referred to an ODOC or contracted optometrist/ophthalmologist using the "Optometric Service Record" ([DOC 140132C](#), attached). If corrective lenses (eyeglasses) are needed, the ODOC or contracted optometrist/ophthalmologist will write the prescription. Subsequent evaluations are at the medical provider's discretion and based on need.

B. Eyeglasses

1. If prescribed, ODOC will provide one pair of eyeglasses to the inmate. The eyeglasses will be either black or gray standard

industrial frames with untinted safety lenses offered by a contract vendor. The ODOC or contracted optometrist/ophthalmologist may order tinted eyeglasses in documented cases where the eyes' health would be adversely affected by untinted eyeglasses.

2. Before ordering eyeglasses from an ODOC contractor, a health care staff member will determine if the inmate chooses to receive ODOC-issued eyeglasses or prefers to purchase the eyeglasses from an outside source. If the inmate chooses to receive ODOC-issued eyeglasses, the inmate may not receive eyeglasses from an outside source until a new prescription is needed.
3. ODOC will provide a replacement pair of eyeglasses when the inmate requires a change in prescription as determined by an ODOC or contracted optometrist/ophthalmologist. The inmate must return any previously issued eyeglasses and may only possess one pair of eyeglasses.
4. New reception inmates (assessment and reception centers) and inmates transferred to higher security from community supervision who currently have eyeglasses may retain their eyeglasses with the approval of the CHSA or designee and security staff member.
5. The inmate will be required to sign the "Orthoses, Prostheses, and Other Aids of Impairment Appliance Record" ([DOC 140133A](#)) to show a receipt for the adaptive device(s) when issued in accordance with [OP-140133](#) entitled "Orthoses, Prostheses and Other Aids of Impairment."

C. Lost, Broken or Destroyed Eyeglasses

The inmate will pay for replacing eyeglasses lost, broken, or destroyed before a new prescription is required unless it has been greater than five years since the last prescription. ODOC will charge the contract vendor fee for replacing eyeglasses to the inmate's trust fund account. The assessed fee will be due and collectable when sufficient funds become available for payment.

D. Contact Lenses

Contact lenses will only be prescribed when, in the clinical judgment of an ODOC or contracted optometrist/ophthalmologist, an eye-refractive error is best treated with the prescription of contact lenses. Generally, these cases are limited to the following:

1. Diagnosis of keratoconus.
2. Certain inmates with artificial lens implants.

A qualified healthcare professional (QHCP) will evaluate an inmate upon

notification the inmate is in possession of contact lenses not prescribed by an ODOC or contracted optometrist/ophthalmologist. The inmate will be referred to the medical provider to determine whether the inmate may retain the contact lenses. If determined the contact lenses are not medically necessary, the inmate will be scheduled an appointment with an optometrist to be evaluated for eyeglasses.

Once eyeglasses are received, staff will dispose of the contact lenses in accordance with [OP-030120](#) entitled "Inmate Property." The facility medical unit will provide adequate contact lens supplies for inmates authorized contact lenses or those awaiting eyeglasses.

E. Outside Prescriptions

1. Staff will provide inmates requesting eyeglasses from a source other than ODOC with a copy of their current prescription. The eyeglasses supplied from the outside source must meet ODOC specifications and be mailed directly from an optometrist to the facility's medical unit, attention CHSA.
2. The eyeglasses must be reviewed and approved by the CHSA or designee and a security staff member before issuing to the inmate. ODOC will not be held financially responsible for the purchase, repair, or maintenance of eyeglasses not provided by ODOC. Inmates who receive eyeglasses from a source other than ODOC will not concurrently receive eyeglasses from ODOC. The inmate may only possess one pair of eyeglasses. Staff will dispose of any previously issued eyeglasses from an outside source in accordance with [OP-030120](#) entitled "Inmate Property."
3. Eyeglasses will be either black or gray standard industrial frames with untinted safety lens provided by a contract vendor. Tinted eyeglasses are permissible in documented cases where the eyes' health would be adversely affected. No metal or brand name frames are allowed. If eyeglasses are received from an outside vendor and do not meet policy requirements, the inmate will return them to the vendor.
4. The CHSA will maintain a tracking log for all eyeglasses received, and any eyeglasses returned to the outside vendor.

F. Optical Prescriptions

Inmates may request a copy of their most current optical prescription upon release from ODOC.

VI. References

Policy Statement P-140100 entitled "Inmate Medical, Mental Health and Dental Care"

OP-030120 entitled "Inmate Property"

OP-040107 entitled "Tool Control Standards"

OP-140106 entitled "Healthcare Record System"

OP-140125 entitled "Bloodborne Pathogen Exposure Control Program"

OP-140130 entitled "Pharmacy Operations"

OP-140133 entitled "Orthoses, Prostheses and Other Aids of Impairment"

OP-150310 "Hazard Communications Program"

Occupational Safety and Health Administration (OSHA) standards, 29 CFR 1910:1096, Ionizing Radiation

US Environmental Protection Agency (EPA) 402-F-98-010, May 1998, "Health Effects From Exposure To Ionizing Radiation"

Radiation Safety Committee, Radiation Safety Manual, "NRC's Rules and Regulations," August 1999

VII. Action

The chief Medical Officer is responsible for compliance with this procedure and for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-140132 entitled "Laboratory, Radiology and Optometric Services" dated January 19, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 140132A	“Refrigerator//Room Temperature Log”	Attached
DOC 140132B	“Radiographic Report”	Attached
DOC140132C	“Optometric Service Record”	Attached
DOC 140133A	“Orthoses, Prostheses, and Other Aids of Impairment Appliance Record”	OP-140133

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Decontamination Handbook for Bloodborne Pathogens”	OP-140125