

Records Requests from Department of Corrections (Issued June 2012) (Reviewed May 2014)

Purpose:

To provide staff with a process for obtaining needed records (medical, psychological, and social service records) from the Department of Corrections (DOC) at no cost.

Rationale:

There are times when DVR will need to request records on DVR consumers from DOC. This process was developed in coordination with DOC.

Process:

Submitting the request to DOC will be done electronically using the global scan email addresses in the instructions below. The templates are basically filled out for you which should simplify the process.

A folder with the required forms to use has been set up on the V drive at:

- DVR/DVR-Share/DOC Releases for Records

The folder contains:

- (1) INSTRUCTIONS FOR REQUESTING COPIES OF HEALTH CARE RECORDS FROM THE DEPARTMENT OF CORRECTIONS

Please review carefully because there are different instructions depending upon whether the consumer/ex-offender is male or female, and whether they are currently incarcerated or released.

- (2) DVR COVER LETTER

This cover letter should be used by us along with the appropriate release form below when requesting records from DOC

- (3) FORMS 1163A-CO, 1163A-CMR, or 1163A-IWMMR
 - 1163A-CO: Former male inmates: Central Medical Records (*email: DOC DAI DCI Central Medical Records*)
 - 1163A-CMR: Former female inmates: Inactive Women's Medical Records (*email: DOC DAI TCI Inactive Women's Medical Records*)
 - 1163A-IWMMR: Currently incarcerated males and females: Bureau of Health Services – Central Office (email: gloria.marquardt@wi.gov)

Consult with your supervisor with any questions. As needed, Gloria Marquardt at DOC can answer questions.