

WISCONSIN STATE PUBLIC DEFENDER
REQUEST FOR DOC HEALTH CARE RECORDS
DIVISION OF ADULT INSTITUTIONS AND
DIVISION OF JUVENILE CORRECTIONS

**To be submitted along with DOC Form 1163A—Authorization for Use and
Disclosure of Protected Health Information (PHI)**

Patient Name: 	DOC Number:
Time period of records being requested:* FROM: TO: 	
*I am requesting copies of the below records from the patient's electronic and/or paper files (as applicable).	
Attorney Name: 	Request Date:

ONLY check boxes for the records you need.

Sections of the Common DOC Medical Chart:

- ☐ Problem list: List of significant medical conditions.
- ☐ Patient Care Plans: Standard care plans for specific medical conditions. (If known, identify specific medical conditions on your cover letter.)
- ☐ Data Base: Physical examinations, immunization records, TB test results.
- ☐ Progress Notes: Hand-written nursing notes, assessments, encounters and on-call consultations.
- ☐ Consultations:
- ☐ Offsite Service Request and Report (DOC 3001 form used to initiate offsite visit)
- ☐ ER Discharge Summary
- ☐ All documents and forms
- ☐ Psychiatric: Psychiatric Reports and Psychiatric Progress notes. (This does NOT include psychological records.)
- ☐ Laboratory Results: Lab reports resulting from blood, urine, stool, or tissue tests.
- ☐ Medical Imaging (x-rays, ultrasounds, EEGs and EKGs, MRIs, etc...).
- ☐ Medications: Primarily consists of Patient Medication Profile and Discharge Medication Request.

Sections of the Psychological Services Unit Record:

- ☐ Psychological Reports: Mostly psychological evaluations, test results and documents from a Division of Juvenile Corrections stay.
- ☐ Referrals/Screenings/Contact: Main reports completed by psychologists for every visit by the client.
- ☐ Observation/Restraint/Segregation Reviews: Documents related to placement in observation, segregation and use of restraints.
- ☐ SOT/CH.980: Records relating to Sex Offender Treatment and 980 proceedings.
- ☐ AODA Envelope: Documents pertaining to a client's participation in an AODA treatment program.