State of Wisconsin
Office of the State Public Defender
Ops Form 1018 – July 2018

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.