

## INSTRUCTIONS FOR INMATE APPOINTMENTS

### EL PASO

1. Pre-Registration of prisoner patients will be arranged with Central Registration when new prisoner patients are coming to clinics. New patient charts should be sent to clinics by Central Registration making a visit to Central Registration by prisoners and officers unnecessary.
2. Detention facilities will complete the "Patient Registration form" and fax to Central Registration at 215-4440. High Risk or High Profile prisoner care should be arranged in advance by the Detention Facility by calling the Texas Tech Police Department at 215-7111.
3. Officers and prisoners will access the TTMC clinic using the loading dock at the back of the building to enter the building. Upon arrival, the phone in loading dock will be used by a officer to notify Texas Tech Police of arrival on campus providing inmates name and clinic destination. This information may also be transmitted during travel by Detention Facility Dispatch. Texas Tech Police will notify receiving clinic that inmate has arrived and is en route to clinic. Clinic will prepare to receive inmate by making an exam room available to receive inmate.
4. Correctional Facilities staff will use South elevator **only** to access 2<sup>nd</sup> & 3<sup>rd</sup> floors and will not allow patients or visitors to ride elevator with them.
5. Texas Tech Police will maintain a log of inmate (Attachment B) clinic visits recording date, name of inmate, clinic name, physician name, times of arrival and departure.