



Inmate Jail Medications

Effective: September 1, 2020 **Updated:** August 1, 2022

Procedures:

1. Inmate completes [the intake and demographics form \(intake form\)](#).
2. If the application is not fully completed including full name, signature, and date signed the jail will be contacted to provide information. If additional information is not received within 3 days a denial will be issued.
3. For timely processing Jail staff will coordinate medication unless a CCNIA Service Coordinator is requested.
4. Jail staff will send the following documentation to intake@ccnia.org
 - [Intake and Demographics Form](#)
 - [CSN Release \(see CSN helpful instructions sheet\)](#)
 - Booking Sheet
 - List of medications prescribed if available
5. Intake and Demographics form will be good for one year from the signed date.
6. Send medication claims/invoices to claims@ccnia.org
7. Once the bill is received Claims Processing will identify allowable covered medications.
8. Claims processor will complete the Claims Processing procedure to pay the invoice.

Guidelines:

1. Only psychiatric medications will be covered as prescribed by a physician.
2. CCNIA is the funder of the last resort. Other means of financially covering medication should always be explored before requesting CCNIA Funding.
3. Medications such as Melatonin and Vitamin D will be covered if prescribed for psychiatric usage.
4. Generic medications are preferred unless specified by the medication prescriber.
5. If the inmate could benefit from service coordination as well, please reach out to the appropriate service coordinator before the inmate is released to help coordinate services upon release.
6. Medications over \$500 and/or requiring inmates to be seen in the Emergency room for administration such as an injection need to be preauthorized by CCNIA. Please reach out to the county service coordinator for this approval.

Service Coordinator	Counties	Email	Phone
Anna Miller	Kossuth, Winnebago, Worth	amiller@ccnia.org	712.264.3945 ext. 1
Marlee Christoffel	Clay, Osceola	mchristoffel@ccnia.org	712.264.3945 ext. 2
Sandy Pelzer	Palo Alto	spelzer@ccnia.org	712.264.3945 ext. 3
Therese Trojahn	Claims	claims@ccnia.org	712.264.3945 ext. 5
Jenn Dykshoorn	Office and Finance Specialist	jdykshoorn@ccnia.org	712.264.3945 ext. 6