

Title: Referral and follow up on Abnormal Findings Policy	Policy Number: 2.6
Approved By: Joe Holliday, MD, MPH	Program Area: Family Planning
Effective Date: 2/1/76	Revised Date: January 13, 2010

Purpose statement of policy:

To assure local health departments provide all family planning services listed in Section 8.0 under “Required Services” either on-site or by referral and consistent with the guidance provided by the Title X Guidelines (Section 7.4). In addition, assure that follow up on referrals that are made as a result of abnormal physical examination or laboratory test findings is adhered to according to policy.

Definitions:

Defined within the referral and follow up on abnormal findings policy, the following areas must be addressed:

- When required services are to be provided by referral, the local health department must establish formal arrangements with a referral agency for the provision of services and reimbursement of costs, as appropriate.
- Written policies must be in place for follow up on referrals that are made as a result of abnormal physical examination or laboratory test findings. These policies must be sensitive to clients’ concerns for confidentiality and privacy.
- For services determined to be necessary but which are beyond the scope of the project, clients must be referred to other providers for care.
- When a client is referred for non-family planning or emergency clinical care, health departments must 1) make arrangements for the provision of pertinent client information to the referral provider and obtain client’s consent to such arrangements, except as may be necessary to provide services to the patient or as required by law, with appropriate safeguards for confidentiality, 2) advise client on their responsibility in complying with the referral, and 3) counsel client on the importance of such referral and the agreed upon method of follow up.
- Efforts may be made to aid the client in identifying potential resources for reimbursement of the referral provider, but local health departments are not responsible for the cost of this care.
- Health departments must maintain a list of health care providers, local health and human services departments, hospitals, voluntary agencies, and health services projects supported by other Federal programs to be used for referral purposes.
- Whenever possible, clients should be given a choice of providers from which to select.

Responsibilities:

It is the responsibility of the local health department and its designated personnel to develop, implement, and ensure compliance among all staff in the Family Planning program on the administration of referral and follow up on abnormal findings policies for all services deemed necessary for referral and follow up.

Policy:

The local health department will ensure that written policies are in place for the administration of referral and follow up on abnormal findings that address the above required areas in the definition section for all clients seeking services in the Title X Family Planning Clinics.

Legal Authority:

This policy is based on Title X regulations (January, 2001) Section 7.4 concerning referrals and follow up on abnormal results.

References:

Title X Guidelines can be accessed at:

https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document_id=7157

For example policies from the local level, please contact your Regional Nurse Consultant