

Title: Return (annual) Exam	Policy Number: 2.4
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 provide high quality clinical care that is based upon current, science-based evidence for all individuals seeking family planning services in North Carolina. These services must be consistent with the Title X guidance (Sections 7.2 and 8.3) as well as guidance from the Family Planning and Reproductive Health Unit of the North Carolina Division of Public Health. Where nationally recognized standards of care conflict with the recommendations set out in the Title X Program Guidelines (2001), Title X providers should provide care that is consistent with current nationally recognized standards and their policies should include a reference to the specific nationally recognized standard(s) of care, recommendation(s), and/or practice standards, as well as including a date of such revision to this policy (OPA Program Instructional Series 09-01).

Definitions:

Defined within the return (annual) exam policies the following areas must be addressed:

- Education of relevant information and provision of educational material, based upon client needs and knowledge as indicated.
- Counseling through an interactive process in which a client is assisted in making an informed choice if the client wishes to change methods or if other health issues arise.
- Explanation of all procedures and obtaining a general consent covering examination and treatment and, where applicable, a method specific informed consent if method change occurs during annual visit.
- Assessment of the client’s health status, current complaints, and evaluation of birth control method, as well as an opportunity to change methods.
- Updating the personal history, family medical history and social history (including partner history).
- Performance of a physical examination and any clinical procedures, as indicated.
- Performance of laboratory tests as indicated by history, physical, contraceptive method, previous lab tests, and/or ACOG, ACS/USPSTF guidelines
- Planned mechanisms for client follow up on abnormal test results.
- Provision of medications and/or supplies as needed
- Provision of referrals as needed for those services that are beyond the scope of this program.

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 return (annual) examination policies that assure high quality, evidenced based care.

Policy:

The local health department will ensure that written policies are in place for the administration of return (annual) examinations 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) Sections 7.2 and 8.3 concerning services required in the return (annual) visit for the family planning services and OPA program instruction series, OPA 09-01. It is also based on requirements found in the Division of Public Health Family Planning Agreement Addendum.

References:

Title X guidelines can be accessed at:

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

Office of Population Affairs Program Instructional Series can be accessed at:

<http://www.hhs.gov/opa/familyplanning/toolsdocs/xinstruction.html>

Current Family Planning Agreement Addendum can be accessed at:

<http://whb.ncpublichealth.com/>

USPSTF guidelines can be accessed at:

<http://www.ahrq.gov/clinic/pocketgd.htm>

Definitions: American College of Obstetricians & Gynecologists (ACOG), American Cancer Society (ACS) United States Preventive Services Task Force (USPSTF)

For example policies from the local level, please contact your Regional Women's Health Nurse Consultant

NC Women's Health Branch

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