



# High Desert Health System POLICY AND PROCEDURE

POLICY NUMBER: 537  
VERSION: 1

## **SUBJECT: 2009 FAMILY PLANNING – REFERRALS TO OTHER AGENCIES**

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**PURPOSE:** To provide policy and procedures for the referral of patients from the Family Planning Clinic to other providers.

**POLICY:** For services that are determined to be necessary, but which are beyond the scope of services provided at the Family Planning Clinic, clients will be referred to other providers for care.

### **PROCEDURE:**

1. When clients are referred for non-family planning or emergency clinical care, the Family Planning Clinic will:
  - a. Make arrangements for the provision of pertinent client information to the referral provider and obtain client's consent to such arrangement, except as may be necessary to provide services to the patient or as required by law, with appropriate safeguards for confidentiality.
  - b. Advise clients regarding their responsibility in complying with the referral.
  - c. Counsel clients regarding the importance of the referral and follow-up.
2. The Family Planning Clinic will maintain a current list of health care providers, hospitals, and social services agencies for referral purposes.
3. Clients will be given a choice of providers whenever possible.
4. Logs will be maintained for the follow-up of patients that are referred for follow-up as a result of abnormal physical examination or laboratory findings. High Desert Health System HIPPA policies and procedures will be followed to ensure protection of client's confidential health information and privacy.

### **REFERENCES:**

Department of Health and Human Services, Office of Population Affairs (OPA)

Program Requirements Title X

California Family Health Council (CFHC)

<b>POLICY NO:</b> 537	<b>SUBJECT:</b> 2009 FAMILY PLANNING – REFERRALS TO OTHER AGENCIES	<b>Page 2 of 2</b>
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