



# High Desert Health System POLICY AND PROCEDURE

POLICY NUMBER: 450  
VERSION: 1

## **SUBJECT: 2002 ANNUAL HISTORY UPDATE-FEMALE CLIENTS**

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**PURPOSE:** To ensure that the medical history for each Family Planning client is reviewed on an annual basis, with an emphasis on updating information that is subject to change.

**POLICY:** When a patient returns to the Family Planning Clinic for her annual examination, nursing staff will review her medical history and document any changes or new information.

### **PROCEDURE:**

1. Insert the "Annual Family Planning Exam Progress Notes" form in the patient's chart and date the form.
2. Ask the client if she has been seriously ill, hospitalized, or had any surgical procedures within the last year.
3. Ask the client about problems such as abnormal vaginal discharge, pain, infections, menstrual cycle abnormalities, or other health problems.
4. Ask the client if she is taking any medications not previously documented.
5. Ask the client if she is satisfied with her current birth control method, and whether she wants to change methods.
6. Ask the client if she has any questions or concerns.
7. Document any positive (yes) responses in the progress notes. Counsel and/or refer the client as appropriate. Sign with first initial, last name and job title.

### **REFERENCES:**

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

Program Requirements Title X

California Family Health Council

California State Office of Family Planning

California Department of Public Health Office of Family Planning (FPACT)

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Patient Education and Counseling Protocol, Los Angeles Biomedical Research Institute at Harbor-UCLA Medical Center, Torrance, California.

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| Approved By: Beryl Brooks (ADMR,COMP AMB HEALTH CARE CENTER), Ruth Oren (CHIEF PHYSICIAN I ANESTHESIOLOGY), Susan Knapp (CHIEF NURSING OFFICER I) |                              |
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