

SECTION 1.12
CLIENTS TRANSFERRING

A. OVERVIEW

1. Clients wishing to receive services in a CDPHE Family Planning Program clinic site may transfer records of an annual visit done elsewhere within the previous year. Clients must intend to transfer care and intend to continue services at the delegate agency.
2. Clients may receive services and contraceptive supplies if medical records are obtained and are complete by agency and Title X standards.
3. A copy of the most recent required exam components must be filed in the chart
4. If records have minimal omitted material, e.g., thyroid, those partial exams may be completed by the agency. However, if a substantial portion of any required exam components is absent, or the exam findings cannot be clearly evaluated, those required exam components must be repeated.

B. PROVISION OF CONTRACEPTIVES

1. Contraceptive supplies may be provided until the next annual visit is due.
2. To continue receiving contraceptive supplies through the delegate agency, the client must continue to receive subsequent complete annual visits through the delegate agency.