

**POLICY AND PROCEDURE MANUAL****SECTION:** Medical Services Administration**FAMILY PLANNING PROGRAM****SUBJECT:** Referral for Required Services

**POLICY:** Family Planning clinics must assure that all required services are provided either on-site or by referral.

**GUIDELINES:**

When required services are to be provided by referral, the family planning clinic must establish formal arrangements with a referral agency for the provision of services and reimbursement of cost, as appropriate.

Each clinic's policies must include:

1. Listing of services which are required by program guidelines but which the family planning clinic cannot provide.
2. Method for establishing a formal arrangement with local providers for provision of referred required services.
3. Mechanism for reimbursement of costs to the referral provider.
4. Assurance that Title X funds will be used to cover the cost of referred services only if no other sources of funds are available.
5. Written policies/procedures for follow-up on referrals that are made as a result of abnormal physical examination or laboratory test.
6. Follow-up must be sensitive to the client's concern for confidentiality and privacy.

**References:**

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, pp. 16-26, Section 8.0, Required Services.
2. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 16, Section 7.4, Referrals and Follow-up.