

**FAMILY PLANNING PROGRAM****SECTION:** Medical Services Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Client Consent for Services

POLICY: A signed consent form is obtained upon entry to the program indicating client's request for and acceptance of services.

GUIDELINES:

1. A Request To Receive Family Planning Screening Services Form (see appendix for sample consent form) is completed, signed, and dated by client prior to providing services or prescribing contraceptives.
2. The consent form should include the following information:
 - a. a request for family planning services
 - b. outline of potential clinical services
 - c. statement of confidentiality which includes release for treatment, payment and clinic operations
 - d. reference to the notice of privacy practices for the agency and how a copy may be obtained.
 - e. how they may restrict use of protected health information.
3. An agency staff person must also sign and date the consent form as witness to the client's signature.
4. The signed form is placed in the client's record.
5. If the client is unable to read the consent, it must be read to her/him. The fact that the consent has been read must be documented in the client's medical record.

**FAMILY PLANNING PROGRAM****SECTION:** Medical Services Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Client Consent for Services

6. In the event that the client does not understand English and a translator accompanies her/him or is provided by the delegate agency, both the client and the translator must sign and date the consent form. If the services of a telephone translating service are used, the name of the service and the individual providing the translation should be documented on the consent form.
7. In the event that a client is developmentally disabled and accompanied by a full guardian, the client and the guardian must sign and date the consent form. (See Services for Developmentally Disabled Clients - PA20.)
8. In the event that the client is unable to sign the consent form due to physical disability or illiteracy, she/he may give affirmative consent. This must be documented in the client's medical record.

Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001 p. 17 Section 8.1, Client Education.
2. Federal Register, vol. 68, No. 153, Friday, August 8, 2003, Notices. "Guidance to Federal Financial Assistance Recipients Regarding File VI Prohibition Against National Origin Discrimination affecting limited English Proficient Persons." (LEP)

