SAMPLE: Adolescent Protocol

Policy:
In addition to the routine services provided to all patients at INSERT HEALTH CENTER/PROVIDER NAME who seek family planning services, adolescents are a special population requiring additional counseling services to ensure high quality care is provided. The goal of the adolescent counseling service is to minimize barriers to reproductive health care and provide accurate, age-appropriate, quality reproductive health care education and counseling.

Adolescent services must include specialized counseling that allows for screening of child abuse and to ensure that adolescents receive support services and age appropriate counseling that is sensitive and nonjudgmental. Adolescent counseling must address several issues.

1. Abstinence
2. Confidentiality
3. Family involvement
4. Methods of contraception
5. Sexual coercion
6. Sexually transmitted infections including safer sex practices

In addition, the following areas should be addressed as appropriate:

1. Reproductive anatomy and physiology
2. Description of the physical examination and laboratory tests
3. Self breast examinations and self-testicular examinations
4. Preventative health issues such as healthy nutrition and exercise for risk reduction of many degenerative diseases and health problems such as osteoporosis and diabetes.

Confidentiality: Adolescents must be assured that all visits and services are confidential within the limits of the law and reporting obligations. Every attempt should be made to assure the privacy of the individual during service provision and as it relates to any necessary follow-up. Parents or guardians cannot be notified before or after a minor has requested and received Title X family planning services.

Procedure:
1. Obtain Consent: Adolescents seeking family planning services are allowed to provide their own consent to access these services. Written consent of parents or guardians for the provision of services to minors must not be required unless otherwise specified by California Family Code Laws. Routine consent (general consent, HIPAA, confidentiality) is to be signed, dated and witnessed. It is to be obtained in the same manner as with all other services and placed in the appropriate area of the medical record. See policy: Insert Agency Policy name/number (i.e. Consent for
Treatment of a Minor) and *Insert Agency Policy name/number* (i.e. Parent Consent for Treatment of a Minor)

2. Provide Counseling and Education:

- During the intake process staff is to provide adolescent counseling and education that includes information on all methods of contraception including abstinence.
- Information should also be provided on safer sexual practices to reduce risks for STI/HIV. Encourage using condoms and being in a monogamous (one partner at a time) relationship.
- Discuss information on sexual coercion and tell the adolescent patient that they have the right to say no to any act of sexual contact and they should only have sexual intimacy without fear or the threat of coercion (being forced).
- Ask the adolescent if they have discussed their sexual activity and their need for contraceptive with a family member. Encourage them to discuss their reproductive health care needs with their parents, guardians, or other trusted adults. They should also be reassured that not all teens have an adult who they feel comfortable talking with.
- Assure teens that services will not be denied to them.

3. Documentation of Counseling and Education Process should take place in the following areas: GYN Annual or Interval examination form, the Family Planning Health Education form and in any S.O.A.P (progress note) written by the clinical staff.

4. Reporting: If it becomes evident during the adolescent education and counseling session that sexual coercion or child abuse has taken place, staff must document and report it per California law. See policy: *Insert Agency Policy name/number* (i.e. Suspected Abuse Reporting), *Insert Agency Policy name/number* (i.e. Child Abuse and Neglect Reporting)

5. Patty Code: All patients have the opportunity to request confidentiality of their services. Confidential services are assigned the **Insert Agency Policy Code Name here** in the Patient Management System (PMS). The code can be entered at any time during the scheduling (call center or registration desk), during intake or exiting of the patient.