

**FAMILY PLANNING PROGRAM****SECTION:** Medical Services Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Tracking Abnormal Physical Examinations or Laboratory Test Findings

POLICY: Delegate agencies must establish a system for tracking and notifying clients of abnormal physical examination or laboratory test findings.

PROCEDURE:

1. Determine method of recording/tracking abnormal physical examinations or laboratory test findings.
 - a. see Pap Smear Flow Sheet SFN 58493 (see appendices for form).
2. Designate staff responsible for managing abnormal physical examinations and/or laboratory test findings via a tracking system.
3. Identify method of follow-up, i.e., written or telephone call.
4. Document all follow-up attempts on the client's medical record.

Reference:

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