

15.3 STANDARDIZED FORMS

Policy: Montana Title X clinics must accurately document client data in accordance with Montana Family Planning Program (FPP) administrative and clinical standards and requirements. Standardized forms enable the information to be recorded in a uniform way allowing rapid review of pertinent information at each visit.

Procedure:

1. The FPP will draft standardized forms using Title X Programs Requirements and the QFP, as well as input from the local clinics.
2. The FPP will utilize a committee of clinic representatives for the development and review of the forms.
3. The FPP will review and update the standardized forms and submit the updated forms to the committee, as appropriate.
4. Title X clinics must use the standardized forms or demonstrate that the required information is collected in another format (e.g. in electronic health records).
5. The FPP may request a copy of the form (electronic or paper), as necessary.