

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Policies and Procedures

Policy Subject/Title:	Sterilization Services
Applicability:	All Community Health Centers with Family Planning services
Purpose:	To provide a mechanism for referring clients who request sterilization services

Policy:

Family Planning clients requesting sterilization services will be referred to Nurse Care Manager in order that the process can be handled in a timely manner. Agency will have in place either independently or through a contract for services (MOU) with another agency for these services, e.g. tubal ligation or vasectomy.

Procedure:

Eligibility requirement

- Must be at least 21 years of age
- Current Title eligibility on file or WHP-eligible

Process

1. Clients are informed of sterilization services as an option for birth control.
2. If client request sterilization services, provider and/or designee will provide in-depth counseling.
3. Clinic staff will complete designated portion of the **Sterilization Consent Form** and obtain client signature. This information may be obtained by provider and/or designee or Nurse Care Manager. (See attached instructions)
4. Provider and/or designee will complete a **Referral Form** by noting in the “comments” section “Refer to Nurse Care Manager for Sterilization services” so that patient can schedule an appointment with Nurse Care Manager upon check-out or staff may contact Nurse Care Manager for availability to see client (Bryan/College Station Community Health Center location only).
5. BVCHC: fax following information to Nurse Care Manager at Bryan CHC (979) 595-1725:
 - Last physical or visit note (within one year)
 - Medical history form
 - For female clients: Pap result (within one year)
 - Sterilization Consent Form
 - Referral form

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Nurse Care Manager

- Will maintain Sterilization Log of interested clients who request procedure
- Will manage own schedule to see clients and complete all paperwork necessary
- Will inform the client of the process for getting the procedure done. (see attached Notes)
- May provide additional written information about the procedure (see handouts)
- Will review sterilization consent form for completion
- Will gather all required documentation and send to contact person at contracted facility. (see Sterilization Checklist)

Enclosure

Sterilization Consent Form (English/Spanish)
Sterilization Consent Form Instructions
Tubal Ligation Notes
Vasectomy Notes
Handouts: Tubal Sterilization / Vasectomy
Sterilization Checklist