

Last reviewed and revised 9/25/06

**ANMC Department Service Agreement
Women's Health and Family Medicine Departments**

The following is a collaborative service agreement between Women's Health and Family Medicine Departments. The departments agree on the following scope of practice for the provision of primary and specialty care.

Core Competencies:

Women's Health will provide the following core services:

- Prenatal care and deliveries for high risk and low risk patients
- Post partum care
- All gynecological surgery
- All cancerous and pre-cancerous GYN problems
- Infertility evaluation (male & female)
- Paps/pelvics and breast exams
- Male and female sterilization
- Contraception
- GYN procedures
- Neonatal circumcision for all non ASU infants and for ASU infants needing procedures on weekends, holidays or after hours.
- Evaluation and care for abnormal bleeding
- Incontinence (urinary & fecal)
- Depression screening per guidelines

Family medicine will provide the following core services:

- Paps/pelvics and breast exams
- Contraception
- STD testing and counseling
- Menopause care
- Menstruation care
- Low risk prenatal care and low risk deliveries for some patients
- Routine outpatient post partum care
- Selected GYN procedures as per providers credentialing, to include diaphragm fitting, IUD insertion and removal, low-grade colposcopies, endometrial biopsy
- BHC assessments in WHC on case by case basis

Access Agreements

Women's Health will provide the following access:

- Twenty four hour per day consultation and inpatient care to Oncology patients
- Same day access for any outpatient consult
- Continuity appointments offered within 5 days for a clinic appointment
- Surgery offered within 10 days

FMC will provide the following access:

- Same day access offered for all Family Medicine empanelled patients who can schedule by 4:00 p.m. and arrive in the clinic by 4:30 p.m. Monday - Friday
- Evenings between 5:00 p.m. – 8:00 p.m. and Saturdays between 8:30 a.m. and 4:30 p.m. the clinic is staffed with 2-3 providers who cover the practice for customer convenience and urgent needs for customers who can schedule by 7:00 p.m. and arrive by 7:30 p.m. in the evenings and customers who can schedule by 4:00 p.m. and arrive by 4:30 on Saturdays

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Communication Process

Providers in Women’s Health and Family Medicine will use the ANMC Referral and Consultation Form to communicate requests for services between clinics. Providers agree to respond as requested on the referral and consultation form.

Verbal and email communication between departments is encouraged to ensure continuity of care.

Quality Assurance Agreements

- Service agreements will be reviewed, updated and approved bi-annually with final approval by the SCF VP of the Medical Services Division.
- Training and education needs can be requested by either service. Each service is responsible for responding in a timely manner.
- Quality review of the system will occur on a regular basis. Metrics to include:
 - % of time guidelines are met
 - % of time processes are followed
 - % of time adequate information is provided to consultant clinic
 - % of time adequate information is provided to referring clinic
 - % of time appointment is booked using the phone process
 - % of dictation consultation summary received

Ben Garnett, MD

Signature of Women’s Health Medical Director

Verlyn Corbett, MD

Signature of Family Medicine Medical Director

Doug Eby, MD, MPH

Signature of SCF Vice President Medical Services