

Last reviewed and revised 9/25/06

**ANMC Department Service Agreement
Pediatrics and Women's Health Clinic Departments**

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

Core Competencies:

Pediatrics will provide the following core services:

- Newborn circumcisions on newborn male infants in the Special Care Nursery, and those who decided to have the procedure after discharge and are empanelled to Pediatrics
- Evaluation of pediatric patients suspected of being sexually abused, with consultation by a OB/GYN as appropriate
- Collaborative management of pediatric patients admitted to the hospital with gynecological problems
- Availability to attend deliveries and Cesarean sections as requested
- Prenatal consultation
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Women's Health will provide the following core services:

- Newborn circumcisions of all newborn male infants while they are inpatients in the newborn nursery, after their initial History and Physical has been performed by Pediatrics and they have been cleared for surgery
- Primary Obstetric management of all pregnancy teenagers during their pregnancy
- Same day consults on inpatient pediatric patients with gynecological problems by on-call provider
- Evaluation and management of any pediatric patient with gynecological problems, including contraception counseling, STD check, pap smears, menstrual irregularities, and other gynecological endocrine problems.

Access Agreements

Pediatrics will provide the following access:

- Same day access by on-call Doctor for any empanelled patient referred from Women's Health

Women's Health will provide the following access:

- Same day access by on-call Doctor for urgent patients referred from Pediatrics
- Appointments within 5 days for routine referrals

Communication Process

Providers in Pediatrics and Women's Health 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.

Consultation / Treatment guidelines (for each consultation guideline include graduation criteria)

- The process for approving guidelines:
 - Guidelines developed at department (or other) level
 - Department presents guideline to appropriate Core Business Group (CBG)
 - After CBG approval guideline goes to PIC for final approval
 - After PIC approval guideline is posted on ANMC Intranet

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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