



Section: Medical Records Administration
Policy: MRA 2
Subject: Medical Records Forms

POLICY: Delegate agencies must utilize medical record forms provided by the North Dakota Family Planning Program.

PROCEDURE:

1. Delegate agencies shall utilize the "North Dakota Family Planning Program Materials Order Form" to request forms from the state office. Material order form and state forms are available in the appendices.
2. Delegate Agencies should check their supply of medical record forms on a regular basis, allowing the state office 2-3 weeks for filling and mailing orders.
3. If supplies are needed immediately, write URGENT at the top of the order form.
4. Requests for orders to be hand-delivered at delegate directors' meetings should be received at the state office at least one week before the meeting.
5. If Delegate Agencies choose to alter state forms or develop new forms, these forms must be approved by the State office for this policy to be waived.
 - a. All forms must comply with Title X Program Guidelines and ND FPP policy.
 - b. Developed forms must be submitted to the state office for review in their final format and approved prior to proposed implementation.
 - c. Forms and brochures developed by individual delegate agencies may use the State family planning logo if approval has been obtained from the State office.
 - d. Delegate is responsible to update local form/s with any and all Title X program regulation changes and best practices and resubmit for state office approval.
6. ND FPP medical records forms and instructions will be reviewed by the Forms Committee. Recommendations for modifications to, additions or deletion of forms will be made to the delegate directors for approval. Instructions for completing forms will be modified by state staff as appropriate.
7. Delegate agencies may request the development of new medical records forms by the state office.

Revised 01/04, 04/11
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