

## **INSTRUCTIONS FOR FAMILY PLANNING AND REPRODUCTIVE HEALTH FLOW SHEETS (DHHS 2814F & 2814M)**

**Purpose:** To provide a form that may be used in conjunction with other forms, at the discretion of the health department, in the collection of personal, family, social history and physical exam information for male and female family planning clients.

**Instructions:** This form is to be completed by the health care team member or members responsible for collecting needed information required by federal and state requirements during initial, annual or problem visits for family planning clients. A separate flow sheet is recommended for each encounter. The form should be completed as accurately as indicated by the type of visit as well as if other forms are used in conjunction with this form (i.e. Patient self-history form, DHHS 4060 has information on systems review and OB/GYN and sexual & contraceptive history for initial visits).

Use of codes on the flow sheet to identify findings must be according to local health department's policy/procedures regarding charting and use of approved abbreviations. (i.e. WNL = within normal limit)

### **Abbreviations used in form:**

BSU	Bartholin and Skenes Glands and the urethra meatus
BTB	Break through bleeding
BV	Bacterial Vaginosis
Disch	Discharge
GC	Gonorrhea
GI	Gastrointestinal
GU	Genital-urinary
HIV	Human Immunodeficiency Virus
HPV	Human Papilloma Virus
HSV	Herpes Simplex Virus
OB/GYN:	Obstetrics/ Gynecology
G	Gravida – Number of pregnancies
P	Para – Number of pregnancies that result in the birth of viable offspring
A	Abortions – total number of spontaneous, induced, or missed abortions
L	Living children
OCP	Oral contraceptive pill
OTC	Over the counter
Rx	Prescription
SBE	Self breast exam
SOB	Shortness of breath
TB	Tuberculosis
Vit	Vitamins

**Disposition:** This form is to be retained in accordance with the records disposition schedule of medical records as issued by the Division of Archives and History.