

Pima County Health Department Family Planning

Policies and Procedure

Identification

Purpose: To accurately identify participants, assure client confidentiality and enhance program integrity.

Policy:

- A. All participants must present proof of identification at all appointment types, including pill pick-ups, supply only and payment only.
- B. Optimal identification is a picture identification such as:
 - Driver's License
 - Passport
 - State issued identification card
- C. Acceptable identification includes:
 - Employee Identification Card
 - School Identification Card
 - Voter Registration Card
 - Other forms of identification must be approved by Supervisor
- D. Participants with no proof of identification
 - In order to assure that this policy does not become a barrier to care, participants who have ID but did not bring it to the appointment will be issued three months worth of supplies (OC's, condoms, etc). The OSL III will document on the progress note that client did not bring ID on this visit and will need to bring in their ID on the next visit or supply pick up.

3/3/2009

Effective 4/1/2009