



TOOL KIT FOR TEEN CARE

SECOND EDITION



THE AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS



TOOL KIT FOR TEEN CARE, SECOND EDITION

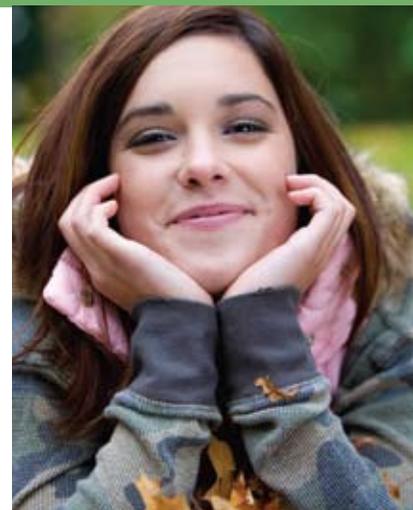
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The *Tool Kit for Teen Care*, Second Edition, was developed by the American College of Obstetricians and Gynecologists (ACOG) Committee on Adolescent Health Care. Past and present committee members who have contributed to the development of this document include: Lesley L. Breech, MD, Richard S. Guido, MD, Mardi J. Bishop, MD, MC USAC (YP), Jacqueline E. Darroch, PhD, Nirupama K. DeSilva, MD, Jennifer E. Dietrich, MD, Melissa Gilliam, MD, Diane F. Merritt, MD, Michelle D. Vichnin, MD, Elizabeth Alderman, MD, Sherri Lynn Morgan, MD, MPH, Anna-Barbara Moscicki, MD, Dmitry Kissin, MD, MPH, Trina M. Anglin, MD, Richard R. Brookman, MD, John Santelli, MD, MPH, Lorrie Gavin, MPH, PhD, Nichole Zidenberg, MD, Melanie A. Gold, DO, Eduardo Lara-Torre, MD. All have given graciously and willingly of their time and expertise to help with the development and production of this tool kit.

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- Blood Pressure Levels for Adolescent Girls by Age and Height Percentile and Height-for-Age Percentiles: Girls Aged 2–20 Years in the United States
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- Body Mass Index by Age and Body Mass Index Chart
- ACOG Adolescent Visit Record and ACOG Adolescent Visit and Parent Questionnaires
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- Billing and Coding Issues in Adolescent Reproductive Health (includes billing quiz)
- Quick Reference Card on *Current Procedural Terminology* Coding

ACOG Educational Materials

- Primary and Preventive Health Care for Female Adolescents
- Confidentiality in Adolescent Health Care

- ACOG Patient Education Pamphlets
 - *Eating Disorders*
 - *Especially for Teens: Birth Control*
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*Parent fact sheet also included



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Adolescence is a time of transition from childhood to adulthood, marked by a number of developmental milestones. Adolescent girls, in particular, are confronted with numerous challenges, and the decisions they make can have both short- and long-term consequences for their health and well-being. Clinicians must have the ability to address the often-unique problems related to patients in the adolescent age group.

The American College of Obstetricians and Gynecologists (ACOG) Committee on Adolescent Health Care has developed the second edition of the *Tool Kit for Teen Care*. This edition of the tool kit, with revised adolescent health care guidelines and supplemental information for parents, is designed to help health care providers incorporate adolescent primary and preventive health care into their practices and to provide a concise compendium of the prerequisites needed for this task.

To assist practitioners in attracting adolescents to their practice, a sample letter that may be reformatted on the practitioner's letterhead and a stand-up card for display in the checkout location of the office are provided in this kit. Both documents inform mothers of adolescent daughters about the need for preventative care for teens. Providing the letter to mothers as they check in for a visit and displaying the card to remind them as they check out can help a practice to reach the adolescent population.

To further attract adolescents to a practice, it is important to create an adolescent-friendly environment. Tips to assist in this endeavor are provided in this kit. Additional documents offer information on communication skills, including telephone protocols for responding to common calls from adolescent patients and their parent or guardian. These items should be shared with office staff.

Tools for adolescent assessment also are provided in this kit to equip clinicians with the appropriate materials to provide comprehensive care to adolescents. Information regarding stages of pubertal

development, blood pressure readings, height-for-age percentiles, weight-for-age percentiles, and body mass index calculations are provided on laminated cards. A reminder card that lists characteristic behaviors of adolescence also is included. These cards can be placed in the examination room for quick reference. A parent questionnaire, adolescent questionnaire, and adolescent visit record, along with instructions for their use, are provided to facilitate the visit with the adolescent. The instructions also provide one possible process for the initial office visit of an adolescent who is accompanied by her parent or guardian.

A primer on CPT coding, complete with a summary of codes to use for more common visits and a more in-depth discussion of several case scenarios and the appropriate method by which to code, was developed for this kit. Highlights of this material are included on a laminated card that can be shared with billing personnel.

Additional ACOG materials on adolescent health care, including updated versions of "Primary and Preventive Health Care for Female Adolescents" and "Confidentiality in Adolescent Health Care" and ACOG Patient Education Pamphlets are included in this kit. Parent and teen fact sheets that focus on the uniqueness of specific issues in adolescence, while also addressing common questions about these issues, have been provided to serve as a ready reference for specific subjects.

The second edition of the *Tool Kit for Teen Care* can help clinicians incorporate comprehensive adolescent primary and preventive care into their practices, communicate confidentially with adolescent patients, address financial aspects of providing this care, and have tools of practice to better serve the adolescent patient. This will allow for the further enhancement of the quality of care delivered to patients during their adolescent years and serve as a conduit to lifelong reproductive health care for women of all ages.