

Chaperone Policy – SAMPLE

This document is a work product of Coverys' Risk Management Department. This information is intended to provide general guidelines for risk management. It is not intended and should not be construed as legal or medical advice. Your organization should add to and modify this tool to address the compliance standards and regulations applicable in your state or organization.

POLICY: The policy for chaperone use in this healthcare setting is as follows:

- I. The presence of a facility-authorized chaperone is required in any examination or treatment room when inspection, palpation, or visualization of any of the following occurs:
 - Breast exams.
 - Pelvic/genitalia and rectal exams.
 - Pelvic/genitalia procedures.
- II. Additional times when chaperone use is indicated:
 - When patient disrobement is required.
 - When sedation use may create patient misperceptions about the reason for the examination and/or how the examination is conducted.
 - When a parent or legal guardian is unavailable for an examination of pediatric or adolescent patients.
 - After regular office hours.
 - To support a patient's cultural and/or religious beliefs.
 - When a practitioner feels it is necessary.
 - Upon patient request.
- III. This policy pertains to all practitioners with no exceptions.
- IV. Inform patients of the practice's chaperone policy prior to sensitive examinations and/or procedures. Consider the patient's preference for the chaperone's gender.
- V. Obtain consent prior to using a chaperone.
- VI. If the patient refuses the required presence of a chaperone, consider canceling the examination.
- VII. Document the chaperone's name and presence in the medical record.
- VIII. Document the patient's consent or refusal to use a chaperone in the medical record.