

**Children's Advocacy Center**  
**Memorandum of Understanding with**

**For Medical Referral and Evaluation**

The \_\_\_\_\_ Children's Advocacy Center (TBCAC) and \_\_\_\_\_, medical provider, agree to collaboratively provide services to children who have been, or are suspected to have been, sexually abused, severely physically abused, or witnessed traumatic violence. Collaborative services will be provided as follows:

1. \_\_\_ CAC staff is responsible for making the initial referral for a specialized medical evaluation. Referrals are made with the parent/guardian's written consent via a signed release of information.
2. The medical provider agrees to prioritize CAC referrals by placing them at the top of the waiting list. In all cases where the alleged sexual abuse has occurred within the past 72 hours, all efforts will be made to schedule an appointment within four hours of the referral, or if said time frame is not possible, the referral shall be made to \_\_\_\_\_ to preserve possible forensic evidence. In all cases where the alleged child abuse has occurred within the past 120 hours, an evaluation will be conducted for the well-being of the child on a case by case basis/as the facts of the case dictate.
3. The medical provider agrees to be able to demonstrate foundational training meeting National Children's Alliance's Training and Eligibility accreditation standards and maintain continuing education in the field of child abuse consisting of a minimum of 8 hours every two years of CEU/CME credits.
4. The medical provider agrees to accept payment from available sources or to accept a payment schedule.
5. The medical provider agrees to provide services in a private setting that is appropriate for the child's developmental age, and to provide services that are sensitive to cultural and/or ethnic differences.
6. The CAC staff is responsible for notifying the medical provider of scheduled case review meetings relating to referred cases. It is expected that the medical provider will attend.
7. The CAC and the medical provider shall each obtain written authorizations providing for the exchange of information and to facilitate communication to ensure that children and families in treatment receive all necessary CAC-related services. This includes, but is not limited to, new disclosures made during the evaluation that impact investigation and prosecution decisions, and assistance with court preparation.
8. The medical provider agrees to meet all mandated reporter legal requirements.
9. The CAC and the medical provider agree that all medical records are the property of the medical provider that all records are maintained securely at the medical provider's office, and that records can only be accessed by the CAC via authorized release of information signed by the child's parent/guardian.

10. The medical provider agrees to provide the CAC/MDT with findings of the medical evaluation in a routine, timely and meaningful manner.

11. The medical provider agrees to create documentation of medical findings by written record and photo-documentation.

\_\_\_\_\_  
Children's Advocacy Center

\_\_\_\_\_  
Medical Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date