



DEPARTMENT OF THE ARMY  
WOMACK ARMY MEDICAL CENTER  
2817 REILLY ROAD  
FORT BRAGG, NC 28310

MCXC-OB

1 August 2019

MEMORANDUM FOR RECORD

SUBJECT: Confirmation of Understanding

1. This memorandum serves as a confirmation of understanding the following Department of Obstetrics and Gynecology (OB/GYN) Standard Operating Procedures.
  - a. Children in the OB/GYN Clinic
  - b. OB/GYN Clinic Late Policy
  - c. Military Home Leave Policy
2. I affirm that I was provided a copy of these policies at my initial visit.
3. The below signature represents understanding and receipt of the above policies.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

A handwritten signature in black ink, appearing to read "Torie Comeaux Plowden", written over a horizontal line.

TORIE COMEAUX PLOWDEN, MD, MPH  
LTC, MC  
Chief, Department of OB/GYN



DEPARTMENT OF THE ARMY  
WOMACK ARMY MEDICAL CENTER  
BLDG. 2817 REILLY ROAD  
FORT BRAGG, NORTH CAROLINA 28310

MCXC-OB

1 August 2019


MEMORANDUM FOR Obstetric and Gynecology (OB/GYN) patients

SUBJECT: STANDARD OPERATION PROCEDURE – Children in the OB/GYN Clinic

1. The Department of Obstetrics and Gynecology would like to make your prenatal experience as safe and family oriented as possible. In order to do that, we ask for your cooperation with the following policies.
2. **O/B GYN CLINIC:** Children and infants are welcome to accompany you to the clinic. An adult must accompany children at all times and provide proper supervision. If children are not supervised or controlled the patient may be asked to reschedule her appointment. Children will not be left unaccompanied at any time. The clinic staff cannot watch your children.
  - a. **For the safety of pregnant patients, no children with active colds or other contagious illnesses will be allowed in the clinic.**
  - b. **Infants should be in a stroller or approved car seat carrier.**
3. **NST ROOM:** A non-stress test is a simple, painless procedure in which your practitioner or a nurse monitors your baby's heartbeat. The test can take 15 to 20 minutes. If the results are not normal or an emergency occurs, the doctor may decide to send you to Labor and Delivery for prolonged monitoring. **For this reason it is recommended that another adult accompany the children when the patient is getting an NST done.**
4. Our goal is to provide you and your family with a safe, healthy pregnancy and childbirth experience. You can do your part by complying with this policy. Thank you, for your cooperation.
5. I acknowledge receiving a copy of this policy and have signed below.

\_\_\_\_\_  
PATIENT'S SIGNATURE

\_\_\_\_\_  
Date

  
TORIE COMEAUX PLOWDEN, MD, MPH  
LTC, MC  
Chief, Department of OB/GYN



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MEMORANDUM MEMORANDUM FOR Obstetric (OB) Patients

SUBJECT: Standard Operating Procedure (SOP) for Late Arrival to OB Appointments

1. Congratulations on your pregnancy! We look forward to giving you excellent prenatal care here in the OB/GYN clinic at Womack Army Medical Center.
2. Your initial appointment with a provider, called the "New OB appointment" is 30-45 minutes long. During this appointment, the provider will review your chart, your recent prenatal labs and perform a physical exam. Your provider will listen to the baby's heart beat with a device called a Doppler. An ultrasound is not routinely done at this appointment. A formal ultrasound will be done when you are around 20 weeks of pregnancy, usually in the Radiology Department. After your New OB appointment, all remaining appointments are considered routine and are 15 minutes long.
3. We strive to meet all of your needs and requests and respect your wishes. It may, however, not always be possible for every member of your care team to be female. Sometimes, the leader of the care team, technicians and anesthesia will be male and will need to meet you and actively participate in your care to include exams and surgery. If you are not comfortable with this scenario, there are other options provided under TRICARE. It is our hope that you will choose to trust us to care for you, but realize that your comfort is of the utmost importance. Please speak to TRICARE regarding the option of Tricare Select, previously Tricare Standard. With this option, you will be able to choose a Network, civilian female provider. Keep in mind that we cannot guarantee the civilian network will accommodate you with an all female staff either.
4. We strive to provide you the patient care experience that you expect and deserve. The clinic schedule is typically booked full daily, we ask that you be respectful of the time that we commit to you for your appointment. We must partner together to reduce wait times for all of our patients.
5. If you are ten minutes late for your new OB appointment or five minutes late to a routine OB appointment, you will be given the option of rescheduling for another scheduled appointment time or waiting until the end of clinic when the provider is finished seeing his/her other patients for the morning or afternoon.

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SUBJECT: Standard Operating Procedure (SOP) for Late Arrival to OB Appointments

6. Hospital policy states patients should arrive 15 minutes before their appointment time. This allows time for vital signs to be taken. This will also ensure that you see your provider on time.

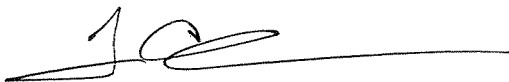
7. We thank you in advance for your cooperation to help us keep waiting times to a minimum.

8. I acknowledge receiving a copy of this policy and have signed below.

9. The point of contact for this memorandum is the undersigned at 910-907-8650 or [torie.c.plowden.mil@mail.mil](mailto:torie.c.plowden.mil@mail.mil).

\_\_\_\_\_  
PATIENT'S SIGNATURE

\_\_\_\_\_  
Date



TORIE COMEAUX PLOWDEN, MD, MPH  
LTC, MC  
Chief, Department of OB/GYN



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FORT BRAGG, NORTH CAROLINA 28310

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1 August 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pregnancy Home Leave Policy, WAMC Department of OB/GYN

1. **PURPOSE:** To establish the Womack Army Medical Center (WAMC) Department of Obstetrics and Gynecology (OB/GYN) policy on pregnancy home leave requirements for active duty Soldiers.
2. **APPLICABILITY:** In accordance with Army Regulation (AR) 600-8-10, a Soldier may return home or to another appropriate place for maternity care or the birth of a child. The WAMC Department of OB/GYN establishes this policy to serve as a guide for Soldiers wishing to pursue pregnancy home leave.
3. **REFERENCES:**
  - a. AR 600-8-10, Leave and Passes.
  - b. WAMC SOP 40-405, Maternity Care of Active Duty Members.
4. **POLICY:** If a Soldier requests to return to her home (or other appropriate place) for birth of the child, care will be authorized at government expense only at a military medical treatment facility (MTF) in the area. Pregnancy home leave is chargeable leave, which must be approved by the Soldier's unit commander. Maternity care from civilian sources will be at the Soldier's expense except in bona fide medical emergencies that clearly justify use of civilian providers. Care of the infant from date of birth will be furnished under TRICARE while the infant remains in a civilian facility.
  - a. Department of OB/GYN pregnancy home leave requirements:
    - (1) When a Soldier desires to take leave, she will obtain a memorandum from her attending physician which documents the existence of pregnancy and establishes estimated delivery date and estimated date after which travel should not be performed.
    - (2) Soldier must have at least six weeks of accrued leave, as stated on the most recent leave and Earnings Statement (LES).
    - (3) Soldier must have a signed DA 31 from her Chain of Command.

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SUBJECT: Pregnancy Home Leave Policy, WAMC Department of OB/GYN

(4) Soldier must plan to travel to her destination prior to 36 weeks gestation.

(5) Soldier is highly encouraged and advised to meet with a health benefits advisor prior to departure. Advisors are located on the second floor of WAMC, in the Referral Management Office, across from the Allergy Clinic, above the WAMC Pharmacy. Advisors provide up to date TRICARE coverage information.

(6) Soldier **must coordinate with a military treatment facility (MTF)** for the birth of her child. WAMC OB will not approve referrals for civilian care. The Soldier will provide written documentation of acceptance at receiving MTF for obstetric care, including name, location, and phone number. If the MTF near the Soldier's home town is at full capacity, the Soldier will not be approved for pregnancy home leave. All arrangements will be confirmed by the WAMC Department of OB/GYN. The Patient Administration Division (PAD) can assist in providing the name, location and number of an MTF near the Soldier's home leave address.

(7) Soldiers must complete the enclosed Pregnancy Home Leave Checklist.

(8) Checklist (enclosed), most recent LES, approved DA 31, and provider memorandum must be submitted to the Department of OB/GYN for approval prior to 36 weeks gestation as part of the Pregnancy Home Leave packet request.

b. Patient Administration Division (PAD) requirements.

(1) The PAD will provide Soldier with the name and location of MTF and telephone number of Patient Administrator. The Soldier must notify the Patient Administrator of the military MTF of her admission to a civilian hospital, if applicable.

(2) Soldiers using **prior approved** civilian maternity care will be informed that they, or someone acting on their behalf, must notify the MTF of their admission to a civilian hospital.

(3) Following delivery, the Soldier will be granted convalescent leave by the MTF indicated on the medical statement issued by the Admissions and Dispositions Office. Normally, 84 days of convalescent leave is recommended for an uncomplicated vaginal or cesarean delivery, to cover postpartum care, as determined by her attending physician.

(4) The Soldier will be informed that bills for emergency civilian medical care for the Soldier are to be forwarded to: Health Net Federal Services, LLC, c/o PGBA, LLC/TRICARE, P.O. Box 870140, Surfside Beach, SC 29587-9740. If an active duty service member gives birth in a civilian hospital and there are charges for the care of

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SUBJECT: Pregnancy Home Leave Policy, WAMC Department of OB/GYN

the infant, a non-availability statement for the infant's stay is required if the infant's stay is for four or more days (at that point, the infant is considered to be a new patient in his/her own right).

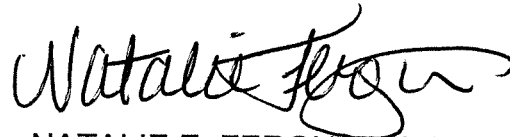
(5) TRICARE will cost-share charges accumulated for the newborn infant's care. Non-availability statements may be obtained from the Health Benefits Advisors.

5. Upon hospital admission, it is the Soldier's responsibility to contact her home unit to sign in from chargeable leave and begin sick-in-hospital status. Upon discharge, Soldier will begin the 84 days convalescent leave as indicated by attending physician.

6. The Soldier is 100% financially responsible for any non-emergency obstetric care received in civilian facilities. Please contact your health benefits advisors for more information.

7. Further information can be found in AR 600-8-10, paragraphs 4-27 and 4-28.

8. Point of contact for this memorandum is the OB/GYN CNOIC and can be reached at (910) 907-6416.



NATALIE E. FERGUSON, BSN, RN  
Clinical Nurse Officer in Charge

Encl

1. Home Leave Checklist

DISTRIBUTION:

CHIEF, DEPARTMENT OF FAMILY PRACTICE

CHIEF, DEPARTMENT OF MIDWIFERY

CHIEF, JOEL HEALTH CLINIC

CHIEF, CLARK HEALTH CLINIC

CHIEF, ROBINSON HEALTH CLINIC



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MEMORANDUM FOR Chief, Department of OB/GYN

SUBJECT: Pregnancy Home Leave Checklist

1. \_\_\_ Provider Memorandum
2. \_\_\_ Leave and Earnings Statement
3. \_\_\_ Signed DA 31 (approved leave form)
4. \_\_\_ Confirmation letter from MTF accepting obstetric care (including name, location, telephone number).

\_\_\_\_\_  
Soldier's Name

\_\_\_\_\_  
Last 4 SSN