

# Healthfirst Network, Inc

216 South Third Avenue  
Wausau, WI 54401

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## Memorandum of Understanding for an Emergency Contraception Access Point



I.	SUMMARY .....	3
II.	OVERALL PURPOSES .....	3
III.	COMMUNITY ORGANIZATION DESCRIPTION OF WORK.....	4
IV.	HFNI RESPONSIBILITIES.....	5
V.	AGREEMENT .....	5

# Summary

Healthfirst Network, Inc. (HFNI) wishes to collaborate with community organizations and agencies to make emergency contraception widely and readily available.

As an Emergency Contraception Access Point, local community organizations provide safe and discreet locations to access emergency contraception and agree to deliver the “dual protection” packets to patients as directed by HFNI. This is the primary purpose of this memorandum of understanding.

## Overall Purposes

The objectives can be summarized by the following:

1. Develop and maintain a network of local community organizations that supports access to emergency contraception and STI prevention services.
2. Coordinate the development of collateral material and advertising to promote the network.
3. Coordinate and develop required operations Policy & Procedures for the network. These operations policies and procedures will include sexual assault screening and reporting as well as other patient referral for continuing primary care.
4. Coordinate and develop desired data collection for the network.

# Community Organization Description of Work

**Sauk County Public Health** hereby agrees to:

1. Verify that the EZEC Stocking Kit sent to you by HFNI includes:
  - a. Instructions on how to store the EZEC kits.
  - b. Instructions on how to deliver the EZEC kits.
  - c. The number of EZEC Kits listed on the shipping invoice. Kits will include:
    - i. One dose of emergency contraception
    - ii. Instructions on how to use emergency contraception
    - iii. Condoms (thirty male latex condoms, three non-latex female condom)
    - iv. A brochure titled, "Dual Protection."
2. Store the EZEC kits properly.
3. Participate in an annual inventory of the EZEC kits.
4. Identify staff who will deliver the EZEC kits to Health Department clients.
5. Complete and fax back appropriate documentation as laid out in standing order.
6. Designate a contact person for HFNI. Furnish HFNI Staff with necessary phone and email contact information for this designee. If the contact information or the designee changes, notify HFNI immediately.
7. Email the following information to HFNI'S Clinic Operations Coordinator:
  - a. The address of and directions to your facility.
  - b. The name and contact information for the contact person
8. Notify the Clinic Operations Coordinator when the EZEC kit stock is running low so HFNI can restock in a timely manner.

## HFNI Responsibilities:

HFNI agrees to:

1. Furnish the EZEC kit as described above.
2. Furnish EZEC kits so they can be delivered as needed.
3. Furnish EZEC standing order.
4. Develop collaborative relationships and information regarding community organizations and advocacy organizations to furnish

- referral information to callers who need continuing care or support services.
5. Advertise and promote access to emergency.
  6. Provide information and support services to the community agency's staff regarding access to emergency contraception.
  7. Confirm information has been received from the community partner and follow up as appropriate.

## Agreement

This agreement may be terminated by either party upon written notice and the Community Organization's return of the EZEC kit and any unused supplies.

The undersigned hereby agree to fulfill the terms of this memorandum of understanding:

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Signature, Title

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Jessica Scharfenberg  
CEO

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Date

Sauk County Public Health  
505 Broadway Street  
Baraboo, WI 53913

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Date

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Wausau, WI 54401