

## How to schedule an appointment

### 1. Email:

Christina Bulgarella  
([cbulgare@wakehealth.edu](mailto:cbulgare@wakehealth.edu)) or Erin  
Meredith ([emeredit@wakehealth.edu](mailto:emeredit@wakehealth.edu))

and include the following:

- a. Child name
- b. Non-offending parent information (#s, address, etc.)
- c. Child's DOB
- d. Insurance
- e. Language (especially if they do not speak English)
- f. Brief note on why you are making this referral
- g. Do you plan to have child interviewed elsewhere or would you like the interview and medical to be completed by CPT?
- h. Anything special to know (i.e., siblings to be scheduled at the same time or on different days, someone other than parents have custody, etc.).

### 2. Call:

Main hospital scheduling line – 336-713-4500 (follow prompts for Child Protection Team)

## Brenner Children's Hospital Protection Team

1 Medical Center Boulevard

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7<sup>th</sup> Floor Multi-Disciplinary Clinic

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Winston-Salem, NC

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Phone:

CPT Social Worker Christina Bulgarella  
(336)713-7049

CPT Social Worker Erin Meredith  
(336)713-4574

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Fax: (336)702-9158

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## Brenner Children's Hospital Child Protection Team



## Appointment Attendance

1. If child is in foster care, DSS 5143 (CMEP consent) must be completed before or at the appointment
  - a. Child can attend with whomever deemed appropriate (DSS, foster parents, etc.)
2. If child is in kinship placement
  - a. Parent must be present with kinship provider (in accordance with DSS safety plans) in order to provide consent (CMEP or otherwise)
  - b. Arrangements should be discussed between DSS SW and CPT SW prior to appointment if parent cannot/should not attend
  - c. DSS SWs are welcome and encouraged to attend appointments

## How are children referred?

1. Child was in the ED and is already on the schedule
2. You call or email CPT social worker (contact information on back of pamphlet) and include:
  - o Child name and DOB
  - o Non-offending parent information (#s, address, etc.)
  - o Insurance
  - o Language (especially if they do not speak English)
  - o Brief note on why you are making this referral
  - o Do you plan to have child interviewed elsewhere or would you like the interview and medical to be completed by CPT?
  - o Anything special to know (i.e., siblings to be scheduled also, someone other than parents have custody, etc.).
3. Call main hospital scheduling line – 336-713-4500 (follow prompts for Child Protection Team)

## CMEP (CHILD MEDICAL EVALUATION PROGRAM)

When should an appointment be CMEP (regardless of referral source)?

1. When DSS is using the evaluation as part of their investigation/assessment
2. When DSS has custody of the child/ren

Benefits of CMEP versus non-CMEP cases

1. DSS owns the record so parents CANNOT obtain or access any documentation in reference to CME appointment
2. Expedites the process as a whole

Who can consent?

1. Parent whose rights have not been terminated
2. Non-parent legal guardian with a judge-signed court order indicating they are a legal guardian
3. DSS - ONLY IF a court order authorizes

*NOTE: It is imperative to provide the court order(s) as this is standard for all medical settings if a parent is not the legal guardian - these orders need to be part of the patient record so we know who has authority for this child's care. It is specific to WFBH Informed Consent Policy that a copy of the guardian's letters of appointment must be filed in the Electronic Medical Record; consent may not be accepted from anyone claiming to be the patient's guardian in the absence of letters of appointment or a certified copy of the court order appointing the guardian.*

**Brenner Child Protection Team clinic is non-routine and non-emergent medical care.**

## FREQUENTLY ASKED QUESTIONS

1. **When to seek emergent medical care?**
  - a. Sexual abuse
    - i. Within 120 hours of last contact
    - ii. If child reports/experiences ANY symptoms
  - b. Physical abuse
    - i. Bruising or other injury is present
    - ii. Child is the sibling of another abused child and is under 2 years of age
2. **Are a SANE exam and CME the same thing and are both needed?**
  - a. No. They are not the same thing.
  - b. It would be the exception, not the rule for a SANE to happen and not a CME as well
  - c. SANE collects evidence and does an acute evaluation including initial STI testing
  - d. CME is a follow up
    - i. Also includes more extensive psychosocial history gathering with the family
    - ii. Diagnostic/forensic interview (if child is developmentally able and has not been interviewed at CAC)
    - iii. Medical exam to evaluate non-acute setting and to re-test for STIs as appropriate
3. **How to get medical records?**
  - a. CPT clinic – Lisa Owen – 336-716-2588
  - b. SANE – Dawn Proctor – 336-713-9051
  - c. All other hospital records – Medical Records (4<sup>th</sup> floor Reynolds Tower) – 336-716-3230; fax: 336-716-5271
4. **SOP of CPT clinic**
  - a. Referrals come from DSS, LE, PCP, ED, MH Providers, and CACs (if a child is seen in the Brenner ED for abuse, then a referral is put in for CPT clinic follow up)
  - b. Appointments are scheduled
  - c. CPT SW gathers necessary information prior to appointment
  - d. **CPT appointment:**
    - i. DSS/LE discussion
    - ii. Family interview to gather psychosocial information
    - iii. Child interview (both CPT SWs are trained in forensic interview models)
    - iv. Medical exam