

Appendix A

Detailed Event Preparation Steps (Event One)

Preparing for the event consisted of:

- I. Recruiting and scheduling patients and confirming appointments
- II. Ordering supplies in the form of pap test collection kits, STI testing swabs, speculum, lubrication, patient drapes, patient gowns
- III. Scheduling student and provider volunteers
- IV. Organizing kits for student volunteers to use during the night
 - A. These kits included a pap test brush, speculum, collection cup, STI testing swabs, cotton swab, lab order form (for STI and cholesterol), Pap test order form, patient education materials (breast exam guides) and after visit summary
- V. Assembling dot phrases to standardize documentation the night of and allow for quality assurance
- VI. Create orientation guide and EMR database instruction sheet for volunteers to guide volunteers through the proceedings of the night and answer common questions with regards to the EMR database.

Appendix B

Recruitment Text Messages Sent to Patients and Pre-Event Confirmation (Event One)

The CareMessage secure text messaging service was used to send the following message:

“Hello, this is the Columbus Free Clinic. We will be hosting a Women’s Health Screening event on August 12, 2021. We will be offering FREE pap tests, breast exams, information regarding mammograms, and more. If you are interested in attending or learning more about these services please respond Yes.” The recruitment process began three months prior to the event date. From here, interest was narrowed and the scheduling process was started.

Each potential patient was asked the three standardized questions over the phone: “What services are you interested in receiving?”, “How will you be arriving to the appointment?”, “Would you be comfortable with a student participating in the exam and your visit? Your answer to this question will not change your appointment time or the services you receive.”

Patients were contacted next by undergraduate students when finalizing the schedule and verifying attendance. At this time, patients were screened for COVID-19 symptoms as well.

Appendix C

Athena EMR Dot Phrase Used for Screening Event.

HPI

Patient is [age] y.o. Female who presents to the Columbus Free Clinic for the women's health screening event. Patient was offered the following services: breast exam, pap smear, pelvic exam, STI testing, and cholesterol screening. Patient agreed to the following services:

OB/GYN and SCREENING HISTORY:

@OB@

@LMP@.

Last Pap: @LPAP@

History of abnormal Paps, sexually transmitted infections, or pelvic inflammatory disease: {Yes/No:60}.

Last cholesterol: @LCHOL@.

Last mammogram: @LMAMMO@.

Regular self-breast exam: {Yes/No:60}.

FAMILY HISTORY:

Breast cancer: {Yes/No}. Ovarian cancer: {Yes/No}. Uterine cancer: {Yes/No}. Colon cancer: {Yes/No}. Osteoporosis: {Yes/No}.

SOCIAL HISTORY:

She is {marital status;} and works ***.

Exercise regularly: {Yes/No:60}.

Tobacco: {TOBACCO USE:13621}

Alcohol: {ALCOHOL USE:13625}

Feels safe in her current environment: {Yes/No:60}.

She was offered the opportunity to speak with social work today and {agreed/denied} to their services.

Physical Exam

- **PELVIC EXAM**

External genitalia unremarkable.

Speculum exam with normal appearing whitish vaginal discharge.

Vaginal wall mucosa is unremarkable.

Cervix visualized and is unremarkable (closed in appearance without any protruding material).

Bimanual exam without cervical motion tenderness, adnexal tenderness or any masses appreciated.

(Swabs for testing for gonorrhea, chlamydia and wet prep were obtained.)

Patient denies having any current symptoms of abnormal discharge, pain or bleeding.

- **BREAST EXAMINATION:** Bilaterally symmetrical breasts. There is no axillary lymphadenopathy. No mass, discharge, or dimpling. Breasts: Symmetric. No dominant, discrete, fixed or suspicious masses are noted. No skin or nipple changes. No palpable axillary nodes.

ALL OF THE FOLLOWING UNDER A/P

A/P

Assessment & Plan: @NAME@ is a @AGE@ @GP@ presented for women's health screening services.

1. 1. She was counseled regarding her Physical Exam findings.
2. 2. Pap smear and pelvic exam were performed

Appendix D

Recruitment Text Messages Sent to Patients (Event Two)

Text messages were sent to each individual with the following question: *“Hello, this is the Columbus Free Clinic Specialty Clinics team. The Columbus Free Clinic is holding a Women's Health Clinic on June 8th. Our records show that you do not have an updated cervical cancer screening. Have you had a pap test in the last 5 years? Please respond YES or NO.”* If a patient replied no, they were scheduled for the screening event and sent the following text: *“Hello, this is the Columbus Free Clinic Specialty Clinics team. Since our records show that you do not have an updated cervical cancer screening, we have you scheduled for our next upcoming gynecology clinic on Thursday June 8th at 7:45pm. Please respond YES to this message if you would like to accept this appointment and NO to cancel”*. If they responded yes, the spreadsheet and records were updated.