

Checklist for Medical Forensic Exam – 2023

Contact Advocacy Organization
Optional - Call law enforcement if patient would like to make police report at the time of the exam – not required unless patient is a vulnerable adult or minor assaulted by a family or person of authority
Place patient in private exam room
Obtain consent for medical exam and consent for forensic exam
Documentation
General demographic information
Pertinent medical history
Current medications
Menstrual status if applicable
Last consensual sex prior and/or post assault within last 2 weeks (document initials of consensual partner)
Document general appearance and demeanor
Obtain account of the sexual assault (use patient’s words, document in quotes)
Relationship of assailant
Number of assailants - Race and gender of assailant(s)
Location of the assault – specific location if patient is able to remember
Physical surroundings of the assault (i.e. outside, house, work etc.)
Verbal or physical threats used by assailant
Injuries resulting in the patient and/or assailant bleeding
Strangulation and/or suffocation – patient may refer to it as “choking”
Patient activity since the assault: Bathed? Brushed teeth? Urinated, defecated, and/or vomited? Removed or inserted tampon? Changed clothes? Washed bedding – if applicable
Conduct physical exam – account of assault guides exam and evidence collection, photograph injuries
Examine head, scalp, hair, face and neck – collect swabs if indicated (2 swabs lightly moistened) oral contact by assailant, strangulation, ejaculation on skin – even if patient showered 1-2 times
Examine the oral cavity– collect swabs if orally penetrated (4 dry swabs) within 48 hours
Examine the entire body– collect swabs if indicated (any areas on skin use 2 lightly moistened swabs) oral contact by assailant, strangulation, ejaculation on skin - even if patient showered 1-2 times
Did patient scratch assailant? – collect fingernail swabs (1 lightly moistened swab for each hand – package separately)
Collect patient’s DNA sample (4-5 drops on filter paper inside the Bloodstain card)
Genital Exam – Female: vaginal assault within the last 120 hours collect - 4 lightly moistened external genital swabs, 4 dry vaginal swabs and 2 cervical os swabs
Genital Exam – Male: collect 2 lightly moistened swabs from penis and scrotum – package separately – within 72 hours
Pubic hair combing – collect if patient has not bathed since assault
Examine anus if anal/rectal assault occurred, anal assault within 48 hours - collect 4 lightly moistened swabs around anus (external)
Collect rectal swabs if anal/rectal assault occurred within 48 hours – 2 moistened swabs at a time inserted 3-4 cm and rotate gently, collect total 4 swabs
Collect clothing if indicated – package in separate paper bags, label, seal with evidence or packaging tape
Collect urine for toxicology up to 120 hours if indicated
Collect blood for toxicology up to 48 hours if indicated
Negative pregnancy test in ED – administer emergency contraception if indicated
Administer prophylaxis for Chlamydia, Gonorrhea, and trichomonas per CDC Guidelines

	Determine need for HIV prophylaxis - begin 28 day course if indicated for sexual assault occurring less than 72 hours prior to exam
	Packaging and submitting sexual assault kit
	Fill out the required Bureau of Criminal Apprehension consent form for Unrestricted sexual assault kits For patients that made a report to law enforcement. https://dps.mn.gov/divisions/bca/bca-divisions/forensic-science/Pages/sexual-assault-kit-information.aspx
	Fill out the required Bureau of Criminal Apprehension storage form and the Restricted Kit Submission form for Restricted sexual assault kits - patients that have not made a report to law enforcement. https://dps.mn.gov/divisions/bca/bca-divisions/forensic-science/Pages/sexual-assault-kit-information.aspx
	Enter SAK barcode into Track-Kit mn.track-kit.us 24/7/365 Support call 1-888-470-4252
	Maintain Chain of Custody – notify law enforcement to pick-up evidence if patient made a report to law enforcement
	Maintain Chain of Custody – send evidence to BCA by mail if patient has not made a report to law enforcement
	Discharge instructions and follow-up schedule (Up to Date has good discharge instructions)
	Provide information for community resources – rapehelpmn.com to find advocate in your area