



Ambulatory Clinic Policy and Procedure

Title: GOVERNING LAW AND VENUE CONTRACT, COMPLETION OF	Policy Number: EP 1.24
Regulation Reference:	Effective Date: 7/2016

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to require that any patient seen — within the state of Texas — by a provider employed or contracted by TTUHSC El Paso sign the Governing Law and Venue contract.

Scope and Distribution:

This policy applies and will be distributed to all TTUHSC El Paso ambulatory clinics.

Definitions:

1. “Venue Contract” – The agreement by a patient or appropriate surrogate that the venue for any disputes related to health care provided by TTUHSC El Paso providers shall be in the state of Texas.

Procedure:

1. **Who May Authorize:** See EP 6.15.A, Consent for Treatment Guidelines, Who May Sign for Consent. The standards for signing the Governing Law and Venue contract mirror those of Policy EP 6.15.A as to who may sign consent.
2. **Clinic Visits:**
 - a. It is the responsibility of the check-in staff to verify that each patient, regardless of his/her current state of residence, has a signed Health Care Provider-Patient Contract – Governing Law and Venue in the medical record at every visit.
 - b. In the event there is not a signed Health Care Provider-Patient Contract – Governing Law and Venue, the front desk staff shall take the following actions:
 - Provide the patient with a copy of the Health Care Provider-Patient Contract – Governing Law and Venue and explain that his/her signature is required in order to continue to be seen by TTUHSC El Paso providers.
 - Scan the signed contract into the patient’s Electronic Medical Record (EMR), labeling it “NM Venue Contract.” See attached workflow to scan.
 - In the event the patient declines to sign the form, the following steps are to be taken:
 - Provide the patient with a copy of attachment EP 1.24.B, Governing Law and Venue Letter.
 - Create an alert in the patient’s chart with the text “Patient does not have a valid Governing Law and Venue agreement on file.”
 - Provide the patient’s name and demographics to the department administrator by email, copying the Office of Professional Liability, the Associate Dean for Clinical Affairs and the Office of the President.



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- c. If the patient refuses to sign attachment EP 1.24.A, Health Care Provider-Patient Contract – Governing Law and Venue, he/she will be terminated from the entire TTUHSC El Paso clinical practice – not just from the provider or clinic in which he/she was seen.
 - d. Individual providers, clinics, department chairs or administrators are not authorized to waive the requirement to complete EP 1.24.A, Health Care Provider-Patient Contract — Governing Law and Venue.
- 3. Follow-up for Failure to Sign EP 1.24.A, Health Care Provider-Patient Contract — Governing Law and Venue:**
- a. The Office of the President, TTUHSC El Paso is responsible for generating and mailing the termination notice.
 - b. The Office of the President, TTUHSC El Paso shall review the EMR to identify all departments which have seen the patient in the preceding two years. Copies of the termination notice shall be provided to MPIP and the chair of each department whose providers have seen the patient in the preceding two years. It shall be the responsibility of each chair to notify his/her faculty of the termination.
 - c. The Office of the President, TTUHSC El Paso will send an email to MPIP with the patient’s name and medical record number, indicating that the patient should be terminated from all TTUHSC El Paso services.

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Paul L. Foster School of Medicine	