

Ambulatory Clinic Policy and Procedure

Title: CONSENT FORMS FOR CLINICAL PROCEDURES	Policy Number: EP 6.17
Regulation Texas Administrative Code, Title 25, Part 7 Reference:	Effective Date: 02/2017

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to obtain an informed consent from patients prior to performing any procedure. New clinical procedure consent forms must be reviewed and approved by the Office of General Counsel (Professional Liability Division) and then will be made available for use in English and Spanish on the DocuSign website.

Scope and Distribution:

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

Procedure:

When a clinic has a procedure they wish to start performing on their patients, they need to contact the Claims Manager in the Office of General Counsel (Professional Liability Division) with the name of the requested procedure so that a consent form can be created.

Clinics will also notify the Office of Clinical Affairs to assure that the procedure is included in the privileges that are granted to the provider/s.

1. The clinic may provide a list of any risks or complications that the providers want the patient made aware of that are or may be associated with the procedure.
2. Additional possible risks or complications will be researched through review of practice standards of care and the Texas Disclosure Panel procedure listings.
3. Once the consent form has been approved, the requesting clinic will be notified and provided with a copy of the consent for interim use until it can be provided to Clinical Information Systems for posting on the DocuSign website for availability to all clinics.

Policy Number: EP 6.17	Original Approval Date: 02/2017
Version Number: 1	Revision Date:
Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee, Chair Paul L. Foster School of Medicine	