



Ambulatory Clinic Policy and Procedure

Title: APPROVAL AND CONSENT FOR CLINICAL PROCEDURES	Policy Number: EP 6.17
Regulation Texas Administrative Code, Title 25, Part 7; Reference: Joint Commission RI.01.03.01	Effective Date: 03/2024

Policy Statement:

It is the policy of the Texas Tech Physicians of El Paso (TTP-EP) to ensure the competency of practitioners and staff, the availability of required processes and resources, and 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 applicable website.

Scope and Distribution:

This policy applies and will be distributed to all TTP-EP ambulatory clinics.

Procedure:

Informed Consent discussion is the responsibility of the provider performing the procedure. The informed consent discussion is an opportunity to establish a mutual understanding between the patient and the licensed practitioner about a proposed procedure or treatment, the risks, benefits, and side effects of the proposed and alternative procedures or treatments. Residents and mid-level providers may hold these discussions if they are involved in performing the procedure or the process to prepare the patient for the procedure.

Only reviewed and approved procedures included in the respective clinic list (maintained by clinic manager) are authorized to be performed in the Clinics by practitioners and/or staff.

New procedures a clinic plans to provide must follows these steps:

1. The clinic will request the Office of Clinical Affairs to include the planned procedure in the respective clinic approved procedure list and its approval using the attached form (Appendix A).
2. The respective department will ensure that the provider has the appropriate credentials and approved privileges for the procedure, by either confirming through the Medical Staff Office or the approved letter and privilege form provided to the provider and department.
3. The respective department will contact the manager of the MPIP business office and coding department to develop a fee structure for the service.
4. The clinic will contact the Director Claims Management in the Office of General Counsel (Professional Liability Division) with the requested procedure so that a consent form can be created.
5. The clinic must provide a list of risks or complications that may be associated with the procedure.
6. Risks and complications will be researched through review of practice standards of care and the Texas Disclosure Panel procedure listings.
7. 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 applicable website for availability to the clinic.
8. The Appendix A form will be circulated by the applicable offices to review and confirm that the required privileges, material and processes are in place in the requesting clinic.
9. Once these steps are completed, the clinic will be notified that it can offer the procedure.

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Signatory approval on file by: Juan Figueroa, M.D.
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A handwritten signature in blue ink, appearing to read 'J. Figueroa'.