



Texas Tech University Health Sciences Center El Paso Ambulatory Clinic Policy

Policy: Ambulatory Clinic Patient Forms	Policy #: EP 5.20
Effective Date:	Last Revision Date: 12/2025
References:	
TTUHSC El Paso Ambulatory Clinic Policies and Procedures Website: https://ttuhscep.edu/opp/default.aspx	

Policy Statement:

It is the policy of Texas Tech of El Paso (TTP-EP) to complete forms requiring medical information on behalf of patients, as deemed appropriate by practitioners.

Scope:

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

Procedure:

TTP-EP will charge for all miscellaneous forms requested to be completed by all patients. (Attachment A)

Miscellaneous forms will be categorized as follows:

- a) No-charge forms
- b) Simple forms
- c) Moderate-complex forms
- d) Complex forms
- e) Reprints

Each clinical department will create a policy that states:

- a) Workflow and tracking mechanism for miscellaneous form charges.
- b) Upfront collection of charges of services.
- c) Five-day minimum turnaround.
- d) Clarity of charges or expedited requests.
- e) Disclosure statement to patients stating any return of funds if services cannot be rendered may be applied to patient's account at TTP-EP should the patient owe funds to TT-EP.
- f) The miscellaneous charge will be charged directly to the patient and not the patient's insurance company.

All forms will be assigned to a pseudo code and billed accordingly. A master index will be retained in a "miscellaneous forms" box and only two individuals per outpatient clinic will be given access to update and add new forms, so that the index continues to be maintained at all times and universally applied by all departments.



Texas Tech Physicians.
of EL PASO

Texas Tech University Health Sciences Center El Paso Ambulatory Clinic Policy

Review Date: Odd year

Revision Date: 06/2018, 12/2025