

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: 12/2025

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 that a clinic plans to provide must follow these steps:

1. The respective department will request approval using the Request for New Clinic Procedures Approval Form [here](#).
2. The form and proposed procedure consent will be electronically circulated to the following to review and confirm that the required privileges, material, and processes are in place in the requesting clinic.
 - Requesting Provider
 - Medical Director and/or Department Chair
 - Department Administrator
 - Office of Medical Staff
 - Office of Claims Management
3. The form and proposed procedure consent are to be signed by all required parties within 5 business days of submission.
4. 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.
5. The respective department must provide a list of risks or complications that may be associated with the procedure. Risks and complications will be researched through review of practice standards of care and the Texas Disclosure Panel procedure listings.
6. The respective department will contact the manager of the MPIP business office and coding department to develop a fee structure for the service.
7. Once the procedure and consent form have been approved the following individuals will be notified and provided with a copy of the approval form and consent.
 - Requesting Provider
 - Medical Director and/or Department Chair



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- Department Administrator
 - Office of Medical Staff
 - Office of Claims Management
 - Clinic Manager and/or Nurse Leader
 - Director(s) of Nursing
 - Office of Quality Improvement
 - Coding Department
 - MPIP Office
 - Clinical Information Systems
8. Clinical information systems will post the consent on the applicable website for availability to the clinic.
9. Records of the approval form and consent will be retained.

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Signatory Approval on file by: Rajiv Rajani, M.D. Associate Dean of Clinical Affairs Clinic Medical Directors Committee, Chair Texas Tech Health El Paso	