POLICY STATEMENT:

The purpose of this policy is to establish guidelines for the assessment/reassessment and examination of patients seen in the TTUHSC SOM ambulatory clinic setting.

SCOPE:

This policy applies and will be distributed to all TTUHSC School of Medicine Clinics, also known as Texas Tech Physicians.

PROCEDURE:

1. It is the policy of TTUHSC SOM Clinics to obtain a comprehensive health history when a patient initially presents for treatment. Each department utilizes the tool most appropriate to that particular setting as determined by Department Faculty.

2. At each visit, the chief complaint, vital signs, pain assessment may be documented as appropriate to the type of visit and departmental criteria.

3. Patients should be placed in proper positions to facilitate examination and draped to respect patient modesty. (*Note: For any genital or breast exam, two staff members should be present, preferably with one being the same sex as the patient.)

4. Prior to discharge from the clinic visit, patient’s condition will be reassessed by the caregiver to evaluate patient’s response to care as is appropriate to type and nature of visit, presenting complaint, interventions rendered, and documented accordingly.

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint SOM Policy Committee to the Regional Deans with final signatory authority by the Deans, School of Medicine.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint SOM Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement and Risk Management. Administrative and technical management of this policy, including web site maintenance, will be the responsibility of the Lubbock Office of Performance Improvement.

Signatory approval on file by:  
Steven L. Berk, MD  
Dean, School of Medicine  
Jose Manuel de la Rosa, M.D.  
Dean, Paul L. Foster School of Medicine, El Paso