# SOP: Patient Consent and Authorization Documentation

This SOP details the procedures for **patient consent and authorization documentation**, encompassing the collection, verification, and maintenance of informed consent forms, authorization for treatments and procedures, confidentiality agreements, and legal compliance requirements. The goal is to ensure that all patient consents are properly documented, understood, and respected to uphold ethical standards and protect both patient rights and healthcare providers.

## 1. Purpose

To establish a standardized process for documenting, verifying, and maintaining patient consent and authorization consistent with legal and ethical obligations.

## 2. Scope

This SOP applies to all healthcare staff involved in patient care, including physicians, nurses, administrative staff, and any personnel responsible for obtaining, reviewing, or archiving patient consent or authorization documents.

## 3. Responsibilities

- **Healthcare Providers:** Obtain and explain consents to patients.
- **Administrative Staff:** Verify completeness and accuracy of documentation.
- **Compliance Officer:** Monitor adherence to legal and institutional policies.

## 4. Procedure

1. **Collection of Consent and Authorization**
    - Obtain informed consent before any treatment, procedure, or disclosure of information.
    - Use standardized forms that comply with institutional and legal requirements.
    - Provide information in a language and manner the patient understands.
2. **Verification and Review**
    - Review completed forms for signatures, dates, and completeness.
    - Verify that the patient or authorized representative signed voluntarily and understood the information.
3. **Documentation and Maintenance**
    - File signed consent forms in the patient's medical record immediately after collection.
    - Maintain original copies securely and retain electronic copies per policy.
    - Update documentation if the scope of treatment changes or additional authorizations are required.
4. **Legal Compliance**
    - Ensure all documentation complies with national laws, HIPAA (if applicable), and institutional policies.
    - Report and address any discrepancies or issues with patient consent promptly.

## 5. Record Keeping

| Document Type | Retention Period | Responsible Party |
|---|---|---|
| Informed Consent Forms | Minimum 7 years or as required by law | Medical Records Department |
| Authorization for Procedures | Minimum 7 years or as required | Medical Records Department |
| Confidentiality Agreements | Minimum 7 years | Compliance Officer |

## 6. Confidentiality

All consent and authorization documentation must be handled in accordance with confidentiality and privacy regulations. Unauthorized access or disclosure is strictly prohibited.

## 7. Training

All staff involved in patient consent processes will receive initial and periodic training on the proper procedures and legal requirements for documenting patient consents.

## 8. References

- Institutional Policy on Informed Consent
- National and State Health Privacy Laws
- HIPAA Regulations (if applicable)
- Medical Ethics Guidelines

## 9. Revision History

| Version | Date | Description |
|---|---|---|
| 1.0 | 2024-06-01 | Initial issue. |