 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P04
	Effective Date:	09-01-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Department of Imaging Sciences
	Document Title:	<b>PATIENT PRIVACY DURING IMAGING PROCEDURES</b>

**PURPOSE:**

To ensure the privacy of patients during imaging procedures.

**LEVEL:**

Department of Imaging Sciences Personnel


**DEFINITION OF TERM:**

**Confidentiality-** the ethical principle or legal right that a physician or other health professional will hold secret all information relating to a patient, unless the patient gives consent permitting disclosure<sup>1</sup>

**POLICY:**

1. The Department of Imaging and Sciences Personnel shall adhere to the Policy and Procedure on Patients Rights and Responsibilities, stating:
  - 1.1. Patient shall be interviewed, examined and treated in surroundings designed to give reasonable privacy.
  - 1.2. Patient is entitled to have medical records read only by individuals involved in patient care or by individuals who are monitoring the quality of care or involved in medical research and education as authorized by law or the hospital. All information and records regarding patient care will be kept confidential.
  - 1.3. Patient can obtain a copy of the medical report in accordance to the hospital's policy.
  - 1.4. To safeguard the patient rights for safety and confidentiality, DPOTMH observe "No Name Policy" where in posting of patient's name outside the room or ward is not allowed and disclosure of patient's information to persons who are not involved in patient care is strictly prohibited.



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- 1.5. The Radiologic Technologist shall assess the situation; exercise care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 1.6. The Radiologist shall act as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 1.7. The Radiologic Technologist shall practice the ethical conduct appropriate to the profession and protects the patient's right to quality Radiologic Technology Care.
- 1.8. The Radiologic Technologist shall respect confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

#### **DOCUMENTATION:**

Revised Policy

#### **DISSEMINATION:**


Hospital Communicator

Policies and Procedure Manual

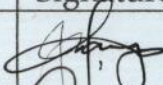
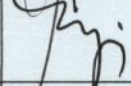
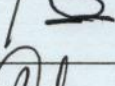
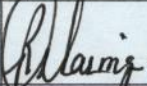
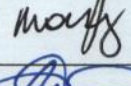

#### **REFERENCE:**


<sup>1</sup>*Definition of confidentiality.* (n.d.). Www.Dictionary.Com. Retrieved August 23, 2022, from <https://www.dictionary.com/browse/confidentiality>



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>PARKE KIMBERT S. JUANGA</b> Radiology Section Head		8-31-2022
Verified:	<b>BONIFACIO C. SEPICO, RMT</b> Department of Imaging Sciences Manager		8-31-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua, FPCHA</b> Quality Assurance Supervisor		08-31-2022
Recommending Approval:	<b>ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA</b> Ancillary Services Division Officer		8-31-22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President- Chief Medical Officer		9-1-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/24/22

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-63-P04-S01
	Effective Date:	09-01-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Department of Imaging Sciences
	Document Title:	<b>PATIENT PRIVACY DURING IMAGING PROCEDURES</b>

**PURPOSE:**

To outline the guidelines in providing privacy to patient during imaging procedures.

**SCOPE:**

Applies to all Department of Imaging Sciences (DIS) staff of Dr. Pablo O. Torre Memorial Hospital, Students and Clinical Instructors of Riverside College, Inc.


**PERSON RESPONSIBLE:**

Department of Imaging Sciences Personnel


**PROCEDURE:**

1. Dressing booths or screens, bathrooms, or other measures are to be routinely utilized to provide patient's privacy while dressing or undressing as preparation for imaging procedures requiring the removal of articles of clothing which may interfere with the imaging procedure.
2. When situations arise requiring Department of Imaging Sciences Personnel to assist incapacitated patients in removing articles of clothing, the patient's privacy remains a priority and thoughtful consideration must be given to methods to be utilized to accomplish protection of the patient's privacy.
3. Once a patient has entered a radiographic procedure room, the number of personnel entering and exiting the room is to be kept to an absolute minimum.
4. The patient's body remains covered by the use of appropriate clothing, sheets, drapes, etc. throughout the process of completing the imaging procedure; with the exception of those instances when covering of certain body parts prevents the examination from being accomplished.
5. Department of Imaging Sciences Personnel are not allowed to enter or exit procedure rooms unless they are needed to assist with the procedure.

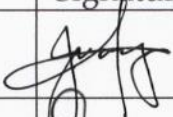
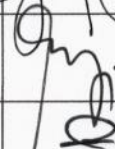

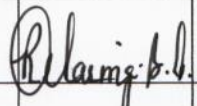
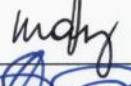



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6. To ensure the patient's privacy and limit entrances/exits during imaging procedures these general guidelines or procedure shall be followed:
  - 6.1. Knock before entering a closed procedure room;
  - 6.2. Do not enter the procedure room until acknowledgment and/or approval to enter has been given by the Radiologic Technologist and/or Radiologist-in-charge of the procedure;
  - 6.3. Keep your assigned work area properly stocked with supplies. Supplies should be obtained from storage areas not from another procedure room;
  - 6.4. Do not enter procedure rooms for unnecessary or frivolous reasons;
  - 6.5. Remain in your assigned duty area unless you have been requested to assist in another area.

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>PARKE KIMBERT S. JUANGA</b> Radiology Section Head		8-31-22
Verified:	<b>BONIFACIO C. SEPICO, RMT</b> Department of Imaging Sciences Manager		8-31-22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua, FPCHA</b> Quality Assurance Supervisor		08-31-2022
Recommending Approval:	<b>ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA</b> Ancillary Services Division Officer		08-31-2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President- Chief Medical Officer		9-1-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/22/22

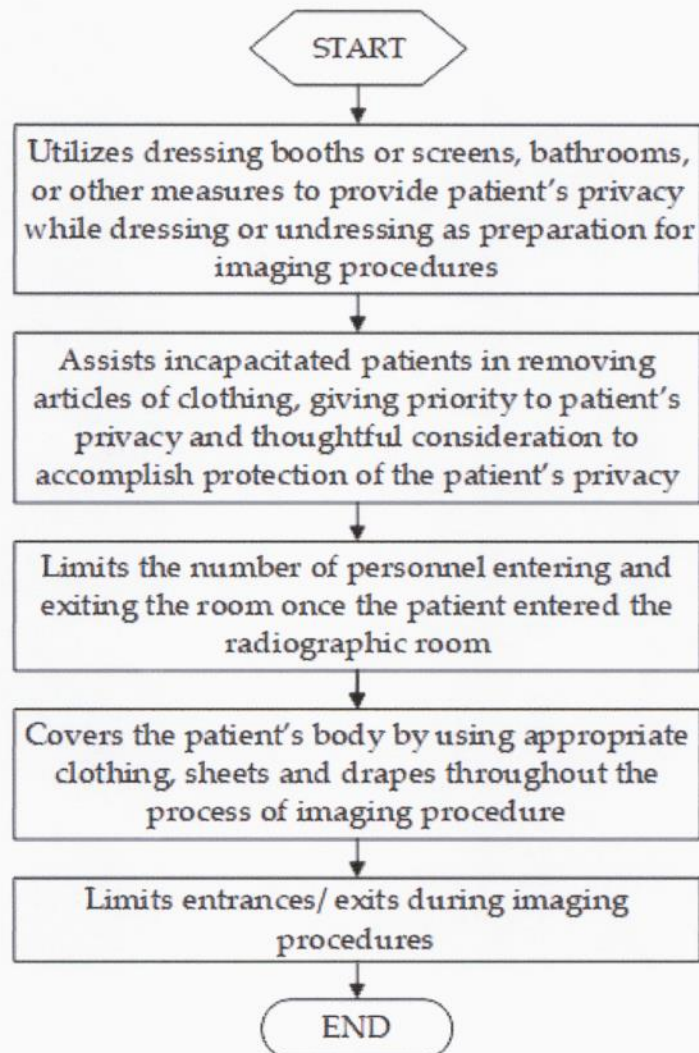


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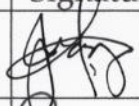

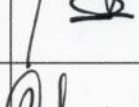
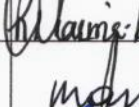
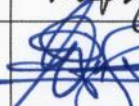

## FLOWCHART






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Prepared by:	<b>PARKE KIMBERT S. JUANGA</b> Radiology Section Head		8-31-2022
Verified:	<b>BONIFACIO C. SEPICO, RMT</b> Department of Imaging Sciences Manager		8-31-22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua, FPCHA</b> Quality Assurance Supervisor		08/31/2022
Recommending Approval:	<b>ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA</b> Ancillary Services Division Officer		08-31-2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President- Chief Medical Officer		9-1-22
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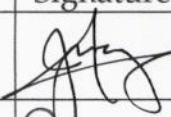


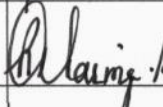




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	Document Title:	<b>PATIENT PRIVACY DURING IMAGING PROCEDURES</b>

KEY TASKS	PERSON RESPONSIBLE
1. Utilizes dressing booths or screens, bathrooms, or other measures to provide patient's privacy while dressing or undressing as preparation for imaging procedures	Department of Imaging Sciences Personnel
2. Assists incapacitated patients in removing articles of clothing, giving priority to patient's privacy and thoughtful consideration to accomplish protection of the patient's privacy	Department of Imaging Sciences Personnel
3. Limits the number of personnel entering and exiting the room once the patient entered the radiographic room	Department of Imaging Sciences Personnel
4. Covers the patient's body by using appropriate clothing, sheets and drapes throughout the process of imaging procedure	Department of Imaging Sciences Personnel
5. Limits entrances/ exits during imaging procedures	Department of Imaging Sciences Personnel

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