 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-ANC-DIS-P030
	Revision Number:	0
	Effective Date:	07-15-2020
	Document Type:	Policy
	Page Number:	1
	Department/Section:	Department of Imaging Sciences
	Document Title:	RESUMPTION OF THE OUT-PATIENT X-RAY GUIDELINES (COVID-19)

PURPOSE:

This is to accommodate respiratory patients coming from the MAB, Respiratory Center and RMCi Triage.

LEVEL:

Radiologic Technologist, Assessment Clerks, Cashiers

POLICY:

- All respiratory patients coming from the MAB, Respiratory Center and RMCi Triage shall be accommodated at the OPX-ray.
- All clean cases requiring x-rays shall be accommodated at the main DIS.
- All Severe Acute Respiratory Illness (SARI) and Covid floor patients shall be serviced by the portable x-ray.
- Proper Personal Protective Equipment (PPE) shall be strictly observed during each procedure. The PPE used for patient shall be properly charged to the patient's billing.
- The patient or his/her authorized watcher accompanying the patient shall truthfully complete the Triaging Process in the entrance points or the on-site triage using the Ancillary Screening Form.
- Doctor's Prescription shall be presented for proper assessment.



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-ANC-DIS-P030
Revision Number:	0
Effective Date:	07-15-2020
Document Type:	Policy
Page Number:	2
Department/Section:	Department of Imaging Sciences
Document Title:	RESUMPTION OF THE OUT-PATIENT X-RAY GUIDELINES (COVID-19)

- The Assessment and Payment processes shall be duly complied by the patient or his/her authorized prior to the procedure.
- OPD X-ray operating hours is 8am to 4pm only.
- The patient and watcher MUST wear surgical/cloth masks in availing the X-ray procedure.
- The Result TAT shall observe the standard releasing of results of the hospital.



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-ANC-DIS-P030
Revision Number:	0
Effective Date:	07-15-2020
Document Type:	Policy
Page Number:	3
Department/Section:	Department of Imaging Sciences
Document Title:	RESUMPTION OF THE OUT-PATIENT X-RAY GUIDELINES (COVID-19)

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	PARKE KIMBERT S. JUANGA, RRT DIS Supervisor		7-30-20
Verified:	BONIFACIO SEPICO, RMT DIS Manager		7/30/2020
Reviewed:	BERNIE B. SIASON Internal Quality Analyst Non-Patient Care		7/30/2020
	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		07/30/2020
Recommending Approval:	ROSARIO D. ABARING, RN, MAN, PhD Ancillary Officer		08.03.2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		8/7/2020
Final approved:	GENESIS GOLDI D. GOLINGAN President and CEO		09-15-2020




DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-ANC-DIS-P030
Revision Number:	0
Effective Date:	07-15-2020
Document Type:	Policy
Page Number:	3
Department/Section:	Department of Imaging Sciences
Document Title:	RESUMPTION OF THE OUT-PATIENT X-RAY GUIDELINES (COVID-19)

APPROVAL:


	Name/Title	Signature	Date
Prepared by:	PARKE KIMBERT S. JUANGA, RRT DIS Supervisor		7-30-20
Verified:	BONIFACIO SEPICO, RMT DIS Manager		7/30/2020
Reviewed:	BERNIE B. SIASON Internal Quality Analyst Non-Patient Care		7/30/2020
	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		07/30/2020
Recommending Approval:	ROSARIO D. ABARING, RN, MAN, PhD Ancillary Officer		08.03.2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		8/7/2020
Final approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-ANC-DIS-P030
	Revision Number:	0
	Effective Date:	07-15-2020
	Document Type:	Policy
	Page Number:	4
	Department/Section:	Department of Imaging Sciences
	Document Title:	RESUMPTION OF THE OUT-PATIENT X-RAY GUIDELINES (COVID-19)

PROCEDURE:

The following are requisites to be complied by the patient or his/her authorized watcher:

1. Doctor's Order. The patient/watcher must present the request to the Radiologic Technologist/OPD clerk.
2. Triaging. Comply with the Triaging process and answer truthfully and sign the screening form. Triaging is done through:
 - a) On-site Triaging. Screening done in the OPD X-ray. Ancillary Screening Form must be signed by the patient/watcher
 - b) Triaging at the ER/MAB
3. Assessment and Payment. The patient or his/her authorized watcher must proceed to the cashier for payment. During the assessment by the OPX Clerk, the Doctor's Prescription must be presented. The Clerk making the assessment should ensure that patient's details and contact number are correct and updated.
4. The appropriate PPE which shall be directly used to the patient must be properly included in the assessment and payment. This must be made part of the instruction during the on-site triaging.
5. The Radiologic Technologist/OPX Clerk, who receives the request, must ensure that the patient or his/her folks or relatives are given the appropriate preparation instructions.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-ANC-DIS-P030
	Revision Number:	0
	Effective Date:	07-15-2020
	Document Type:	Policy
	Page Number:	5
	Department/Section:	Department of Imaging Sciences
	Document Title:	RESUMPTION OF THE OUT-PATIENT X-RAY GUIDELINES (COVID-19)

6. After the triaging, assessment and payment are complied, the Radiologic Technologist who is in complete PPE, materials and supplies shall proceed with the X-ray procedure.
7. The Radiologic Technologist shall instruct the patient/watcher of the result Turn-Around-Time (TAT), to include instructions on how to retrieve their result on line via RMCI Patient Portal.
8. Radiologic Technologist then sends image to the Syngo-Plaza
9. Observe proper doffing of PPE after each shift
10. Strictly observe disinfection of machine and its accessories every after procedure.
11. Strictly observe Hand washing/rub before and after procedures.

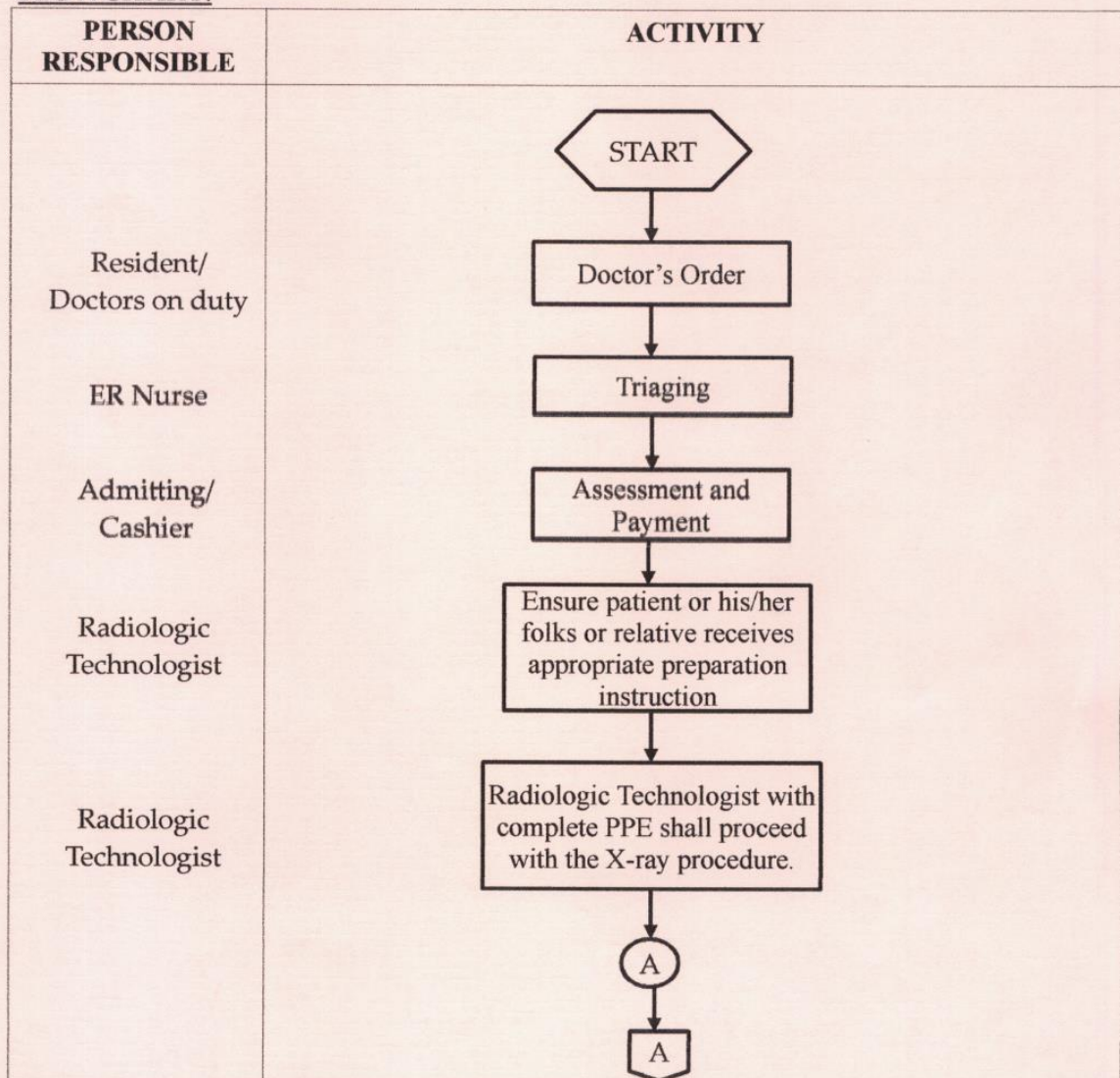


DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-ANC-DIS-P030
Revision Number:	0
Effective Date:	07-15-2020
Document Type:	Policy
Page Number:	6
Department/Section:	Department of Imaging Sciences
Document Title:	RESUMPTION OF THE OUT-PATIENT X-RAY GUIDELINES (COVID-19)

FLOWCHART:



DPOTMH-ANC-DIS-P030
Rev. No. 00
Date Effective: 07-15-2020

Unauthorized duplication of this policy in whatever forms is strictly prohibited.

MASTER COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-ANC-DIS-P030
Revision Number:	0
Effective Date:	07-15-2020
Document Type:	Policy
Page Number:	7
Department/Section:	Department of Imaging Sciences
Document Title:	RESUMPTION OF THE OUT-PATIENT X-RAY GUIDELINES (COVID-19)

