 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P01-S07
	Effective Date:	07-31-2022
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	Document Title:	<b>BORROWING OF X-RAY FILMS</b>

### PURPOSE:

To establish guidelines in the borrowing of x-ray films from the Department of Imaging Sciences (DIS) of the DPOTMH.

### SCOPE:


Applies to all Department of Imaging Sciences (DIS) Staff of Dr. Pablo O. Torre Memorial Hospital

### PERSON RESPONSIBLE:

Releasing Clerks, Radiologic Technologist, Radiologist, Residents and Consultants

### GENERAL GUIDELINES:


1. No x-ray films shall be taken out from the premises of the DIS Department.
2. Only in cases of emergencies that borrowing shall be allowed subject to compliance of the requirements of the Department.
3. Films borrowed shall be decked for sorting and reading at the time they are returned. However, priority shall be given to x-ray procedures done at the given day to meet the turnaround time. **Borrowed films shall have the LAST PRIORITY in reading.**
4. All borrowed films shall be returned within 24 hours subject to the No. 2 provision.
5. No **VERBAL** borrowings shall be entertained.

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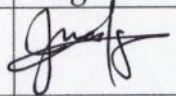


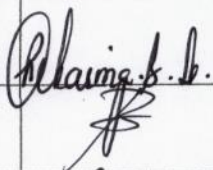


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### PROCEDURE:


- 1 In cases of emergencies when films are needed, the requesting Physician or his representative must completely fill-up the DIS Borrowing Log Book.
- 2 The following must be presented and deposited to the DIS Department upon borrowing:
  - 2.1 Attending Physician/Representative's identification card;
  - 2.2 Letter of Authority for Borrowing form filled-up by the Attending Physician.
- 3 The identification card shall be in the custody of the Department for as long as the X-ray film is with the Borrower.
- 4 Only upon return of the X-ray film/s that such identification card will be released to the Borrower or his Representative.

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**APPROVAL:**

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Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua, FPCHA</b> Quality Assurance Supervisor		07-07-2022
Recommending Approval:	<b>ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA</b> Ancillary Services Division Officer		07.07.2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		7-8-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/10/22

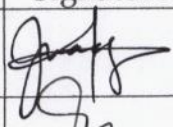
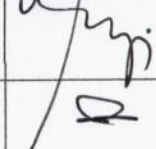

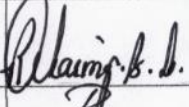




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KEY TASK	PERSON RESPONSIBLE
1. Fills-up the DIS Borrowing Log Book in cases of emergencies when films are needed.	Requesting Physician/Representative
2. Presents identification card and Letter of Authority for Borrowing form.	
3. Releases identification card to the Borrower or his Representative upon return of the X-ray film/s.	

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Recommending Approval:	<b>ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA</b> Ancillary Services Division Officer		07. 07. 2022
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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/10/22

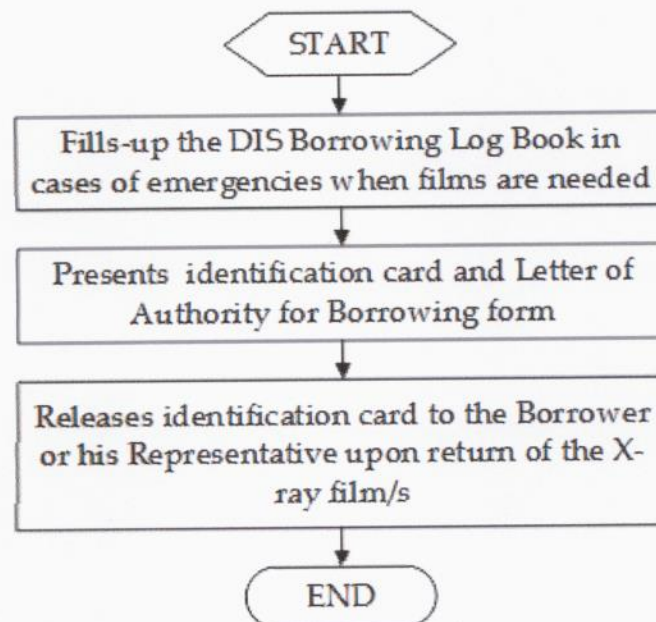



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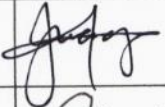
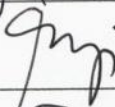



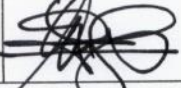
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## FLOWCHART



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