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|  <p>B.S. Aquino Drive,<br/>Bacolod City,<br/>Negros Occidental,<br/>6100</p> <p>DR. PABLO O. TORRE<br/>MEMORIAL HOSPITAL</p> | Document Code:      | DPOTMH-E-63-P01-S06            |
|                                                                                                                                                                                                               | Effective Date:     | 05-31-2022                     |
|                                                                                                                                                                                                               | Document Type:      | Standard Operating Procedure   |
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|                                                                                                                                                                                                               | Document Title:     | <b>FILING OF RESULTS</b>       |

### **PURPOSE:**

To establish and maintain a systematic and efficient method of archiving results for all procedures in a centralized storage facility.

### **SCOPE:**


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

### **PERSON RESPONSIBLE:**

Department Manager, Radiologic Section Head, DIS Clerks

### **GENERAL GUIDELINES:**


- 1 For the purpose of this SOP, the Filing of Results is defined as the process of organizing, sorting and safekeeping the recorded information and results of all procedures in a systematized collection or archive.
- 2 All results shall be properly labeled and documented before archiving/filing.
- 3 A patient may have several results in one envelope if he has previous records in the department. The same filed envelope is utilized to avoid loss of records indicating on the label all the dates of the examination.
- 4 All patients who have undergone a procedure at the DIS shall be provided with a patient number. This case number shall be reflected on the patient's file.
- 5 Only results with electronic signature of the Radiologists shall be considered official and final for all modalities except Bone Densitometry which is manually signed by our CCD.

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- 6 Archived results in the DIS are filed in:
  - 6.1 Central computer system(Bizbox)
  - 6.2 A labeled envelope containing the signed result, original printed images and scans are arranged alphabetically in a central archive system.
  - 6.3 All files have their retention period. One year (preceding the current year) of files for ACTIVE STORAGE with 10 years retention period shall be stored in the DIS for easy retrieval. The remaining 9 years, files shall be stored in the Silverio Storage Facility adjacent the FHM Building after endorsement to the person-in-charge.
- 7 Files can only be pulled out upon the approval of the Section Head, Department Head and the Ancillary Division Officer.

#### **PROCEDURE:**


- 1 The performing Radiologist reads and signs the results.
- 2 The DIS encoder records the final results into the bizbox hospital system.
- 3 The encoder then submits 3 copies to the Radiologist for final correction and signature.
- 4 The final results are then sorted per procedure. The results are arranged alphabetically for releasing (1 copy for the attending physician, 1 copy for the patient/record's section for inpatients and 1 copy for the DIS according to DIS Releasing of Results policy).
- 5 The DIS copy of the final result is placed in an envelope/folder and labeled properly as follows:
  - 5.1 Complete name of patient (Surname, First name, Middle name)
  - 5.2 Age/Sex/Civil status
  - 5.3 Case/file number

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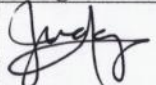
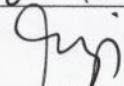



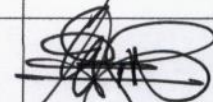
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- 5.4 Date of the examination
  - 5.5 Name of the examination
  - 5.6 Room number or write OPD for outpatients
  - 5.7 Attending physician
  - 5.8 Other information
- 6 For patients with old records, the old envelope shall be utilized for filing and the date of exams and new case numbers (if any) shall also be indicated.
  - 7 All completed files are then placed on the shelves allocated for the central storage of results. The arrangement is by the year and in alphabetical order.
  - 8 The shelves in the archives are routinely cleaned and checked every month to make sure that the results are intact and in good condition.




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**APPROVAL:**

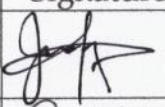
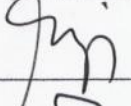
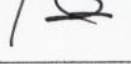
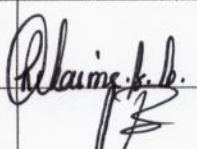

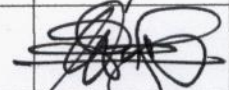
|                        | Name/Title                                                                               | Signature                                                                             | Date       |
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| Prepared by:           | <b>PARKE KIMBERT S. JUANGA</b><br>Radiology Section Head                                 |    | 7.7.22     |
|                        | <b>BONIFACIO C. SEPICO, RMT</b><br>Department of Imaging Sciences Manager                |   | 7/7/22     |
| Reviewed:              | <b>DENNIS C. ESCALONA, MN, FPSQua, FPCHA</b><br>Quality Assurance Supervisor             |  | 07-07-2022 |
| Recommending Approval: | <b>ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA</b><br>Ancillary Services Division Officer |  | 07.07.2022 |
|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC- Total Quality Division                          |  | 7-8-22     |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO                                    |  | 9/10/22    |

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|                                                                                                                                                                                                               | Effective Date:     | 07-31-2022                     |
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|                                                                                                                                                                                                               | Document Title:     | <b>FILING OF RESULTS</b>       |

| KEY TASK                                                                                                                 | PERSON RESPONSIBLE |
|--------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Reads and signs the results.                                                                                          | Radiologist        |
| 2. Records the final results into the bizbox hospital system.                                                            | DIS Encoder        |
| 3. Submits 3 copies to the Radiologist for final correction and signature.                                               |                    |
| 4. Sorts the final results per procedure.                                                                                |                    |
| 5. Places all completed files on the shelves allocated for the central storage of results.                               |                    |
| 6. Cleans and checks every month shelves in the archives to make sure that the results are intact and in good condition. |                    |

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**APPROVAL:**

|                        | Name/Title                                                                               | Signature                                                                             | Date       |
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| Prepared by:           | <b>PARKE KIMBERT S. JUANGA</b><br>Radiology Section Head                                 |    | 7.7.22     |
|                        | <b>BONIFACIO C. SEPICO, RMT</b><br>Department of Imaging Sciences Manager                |   | 7/7/22     |
| Reviewed:              | <b>DENNIS C. ESCALONA, MN, FPSQua, FPCHA</b><br>Quality Assurance Supervisor             |  | 07-07-2022 |
| Recommending Approval: | <b>ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA</b><br>Ancillary Services Division Officer |  | 07-07-2022 |
|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC- Total Quality Division                          |  | 7-8-22     |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO                                    |  | 9/10/22    |



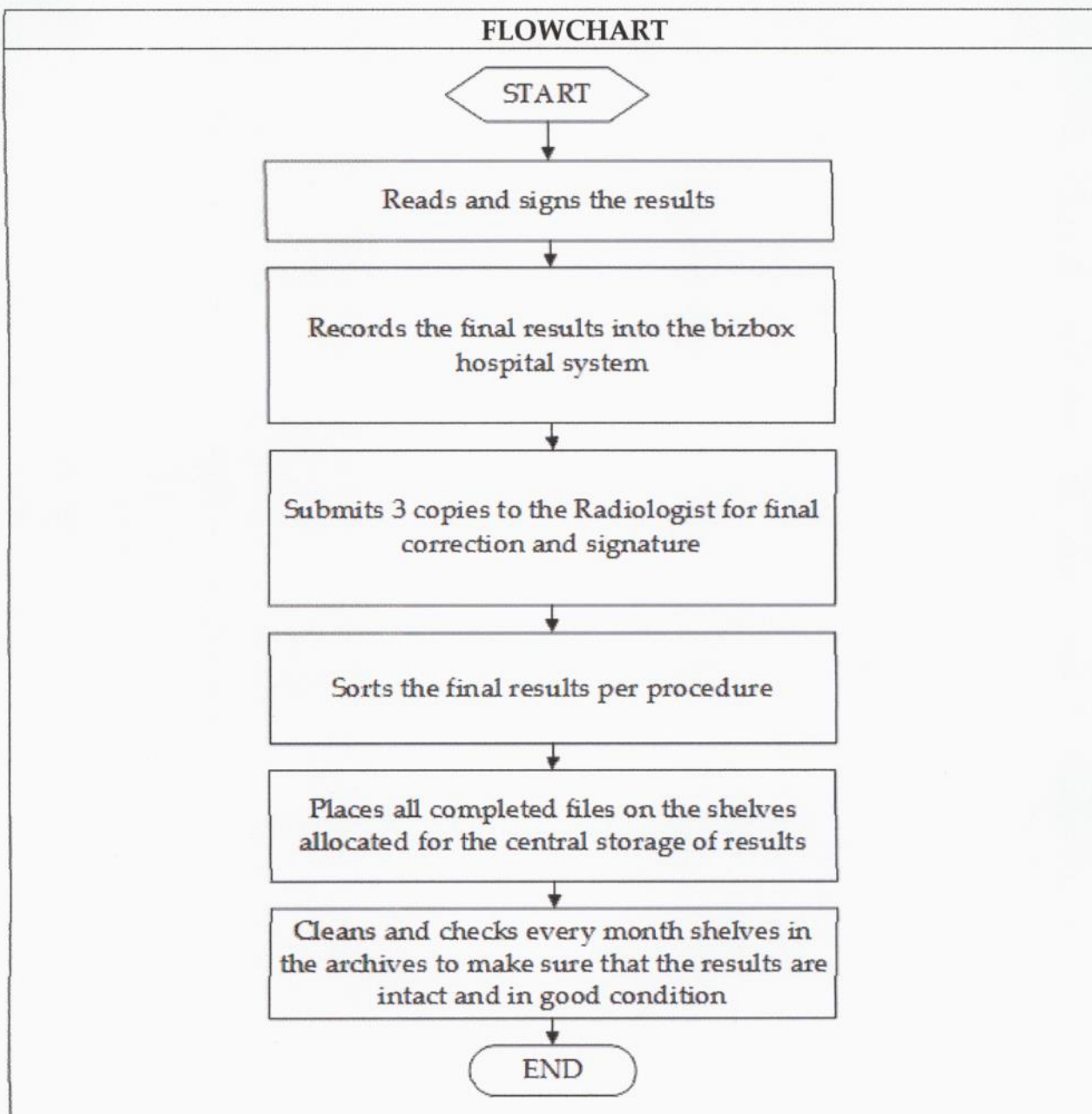



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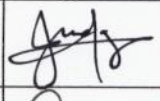


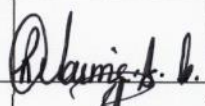


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| Document Code:      | DPOTMH-E-63-P01-FC06           |
| Effective Date:     | 07-31-2022                     |
| Document Type:      | Flowchart                      |
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## FLOWCHART




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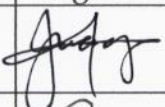


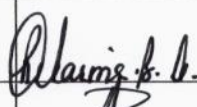

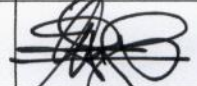
**APPROVAL:**

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|                        | <b>BONIFACIO C. SEPICO, RMT</b><br>Department of Imaging Sciences Manager                |    | 7/7/22     |
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|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC- Total Quality Division                          |  | 7-8-22     |
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|                                                                                                                                                                                                                      | Document Title:     | <b>BORROWING OF X-RAY FILMS</b> |

**APPROVAL:**

|                        | Name/Title                                                                               | Signature                                                                             | Date       |
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| Prepared by:           | <b>PARKE KIMBERT S. JUANGA</b><br>Radiology Section Head                                 |    | 7.7.22     |
|                        | <b>BONIFACIO C. SEPICO, RMT</b><br>Department of Imaging Sciences Manager                |    | 7/7/22     |
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