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	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Department of Imaging Sciences
	Document Title:	<b>RELEASING OF RESULTS</b>

**PURPOSE:**

To establish and maintain an organized and orderly process of releasing results for all DIS procedures.

**SCOPE:**


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

**PERSON RESPONSIBLE:**

Department Manager, Radiologic Section Head, Releasing Clerks.

**GENERAL GUIDELINES:**

- 1 For the purpose of this SOP, Releasing of Results is defined as the issuance of the official document containing the summary of the specific diagnostic procedure or official result.
- 2 All results shall be charged and paid before being released to the patient.
- 3 Only results with original signature of the Radiologists are considered official and final. Releasing of results is in accordance with the following TAT requirement:
  - 3.1 Chest X-ray procedures – 4 hours
  - 3.2 Non-Chest Xray and Special Procedures – 24 hours
  - 3.3 Ultrasound – 12 hours
  - 3.4 Mammogram, CT Scan and MRI – 24 hours
  - 3.5 Bone Densitometry – 3 working days
- 4 **ONLY THE FINAL RESULTS ARE RELEASED TO THE PATIENTS.** Worksheets, image print out and drafts are considered property of the hospital and can be released only to patients with authorization stating the purpose and reason from their Attending Physician and Radiologist.

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- 5 All results are accomplished in 2 copies for X-ray, CT Scan, MRI, Ultrasound, Mammogram and Bone Densitometry. One copy for the patient and one for the attending physician. For admitted patients, results can be viewed and printed in PDF file using the DIS Upshots in the hospital intranet. Medical Records and Wellness Clinic also has access to view and print official results.
- 6 All worksheets, patient data forms, flashers including the waivers shall be properly and completely filed. Results can be forwarded to the attending physician's clinic at the MAB UPON REQUEST; unless the patient himself/herself specified in the Releasing Slip that he/she or his/her authorized representative will personally pick-up the result from the DIS unit. Those whose Attending/ Requesting Physician is not holding a clinic at the Medical Arts Building, the results will be released to the patient himself or to his duly authorized representative upon presentation of ID and official receipt.
- 7 Official results are accomplished and released according to the TAT indicated on the MOA between the hospital and the Radiologists.
- 8 DIS is using the DIS On-line Interfacing Portal (DOIP) to assign, encode and release results for all modalities.

### **PROCEDURE:**

#### **OUTPATIENT/WALK IN:**

- 1 All OPD/walk-in patients can personally pick up their results from 8:00 AM to 6:00 PM by presenting their claim slip, ID or official receipt or by writing their complete name on a piece of paper. Clients wait for their turn to be called to claim their result.
- 2 Results are also delivered by the DIS Clerk to the Doctor's clinic at the RMC MAB in accordance to the provision of Policy No. 5.
- 3 Picked-up and delivered results are properly logged/documented with the signatures of patients/folks/clinic secretaries.



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4 Releasing clerks are expected to extend the best service to the clients.

5 Data on the acknowledgment form are as follows:

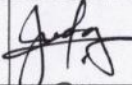
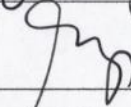
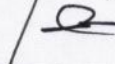
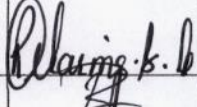


- 5.1 Name of patient
- 5.2 Name of the procedure
- 5.3 Date of procedure
- 5.4 Date released
- 5.5 Date/time claimed
- 5.6 Name and signature of the claiming person.


#### **INPATIENT:**

1. Nurse on-duty views and prints official results and attaches it to the patient's file.
2. Medical Records and Wellness Clinic staff can also view and print results.

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>PARKE KIMBERT S. JUANGA</b> Radiology Section Head		7.7.22
	<b>BONIFACIO C. SEPICO, RMT</b> Department of Imaging Sciences Manager		7/7/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua, FPCHA</b> Quality Assurance Supervisor		07-07-22
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
<b>OUTPATIENT/WALK IN</b>	
1. Picks up their results from 8:00 AM to 6:00 PM by presenting their claim slip, ID or official receipt or by writing their complete name on a piece of paper.	All OPD/walk-in patients
<b>INPATIENT</b>	
1. Views and prints official results and attaches it to the patient's file.	Nurse on-duty



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**APPROVAL:**

	Name/Title	Signature	Date
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	<b>BONIFACIO C. SEPICO, RMT</b> Department of Imaging Sciences Manager		7/7/22
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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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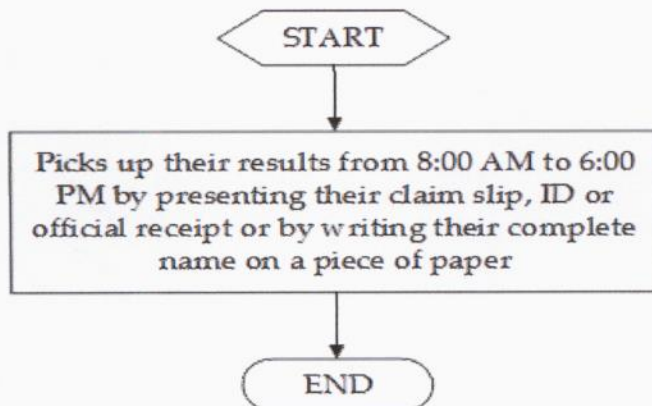
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## FLOWCHART

### OUTPATIENT/WALK IN





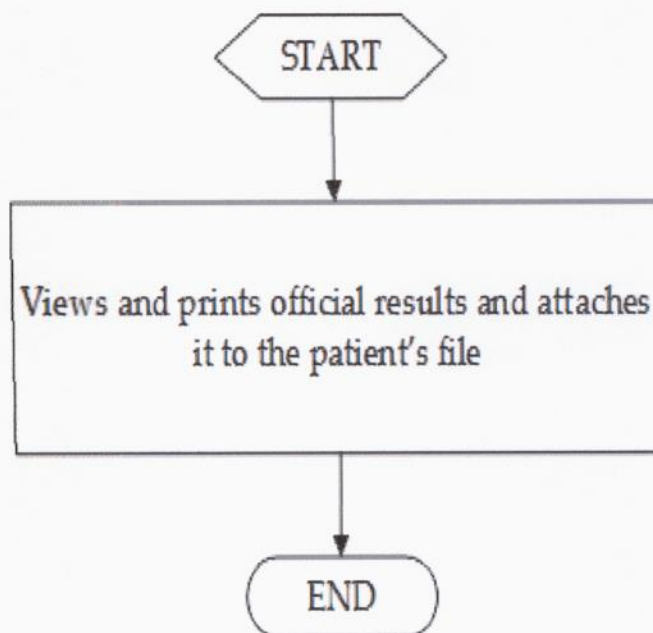
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## FLOWCHART

### INPATIENT





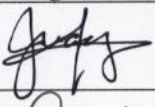
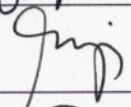

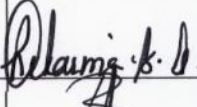

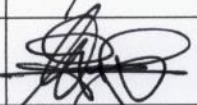


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