 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P01-S01
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Department of Imaging Sciences
	Document Title:	SAFE AND EFFICIENT DIRECTION OF PATIENT, VISITORS AND STAFF TRAFFIC

PURPOSE:

To provide an organized flow of clients and personnel in the Department of Imaging Sciences.

SCOPE:


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

PERSON RESPONSIBLE:

DIS Manager, Radiologic Section Head, Radiologic/X-ray Technologist, DIS Receptionist

GENERAL GUIDELINES:

1. All staff and employees in the Department of Imaging Sciences shall wear the hospital prescribed uniform and their employees ID all the time for proper identification.
2. All staff and employees shall report to work on time.
3. All staff and employees shall work as a team.
4. Hospital visitors are discouraged to stay inside the DIS premises.
5. Children under the age of 7 years old shall not be allowed to stay inside the DIS premises.
6. Client should follow the Keep Right rule to avoid traffic in the alleys, corridors and stairways.

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PROCEDURE:

Out-patient

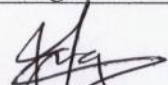
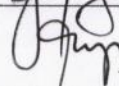

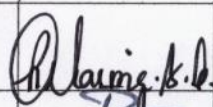
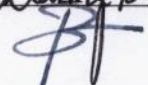
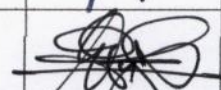
1. The client enters the Department of Imaging Sciences located at the ground floor of the Hospital.
2. The client goes to the DIS Reception Area.
3. The client presents his/her physician's request to the receptionist.
 1. The receptionist hands out a preparation form for the procedure to the patient and his/her schedule.
 2. On the day of examination, the client goes to the reception area and he/she is advised to fill in the information slip.
4. The patient waits for his/her name to be called in the waiting area.
5. The technologist then accompanies the client to the designated X-ray room and gives instructions during and after the procedure.


In-patient

- 1 The patient is wheeled out from his/her room by the transport crew or Auxiliary Staff and is sent to the Department of Imaging Sciences together with the chart after the staff nurse has confirmed with the DIS receptionist about the procedure to be done.
- 2 The in-patient client uses the door adjacent the Main DIS entrance.
- 3 The technologist then accompanies the client to the designated x-ray room and gives instructions during and after the procedure.

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APPROVAL:

	Name/Title	Signature	Date
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	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		7/13/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua, FPCHA Quality Assurance Supervisor		7/25/22
Recommending Approval:	ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA Ancillary Services Division Officer		07.25.2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/28/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/10/22

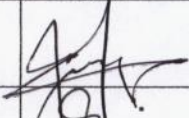
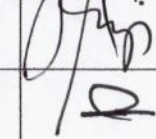

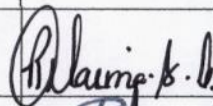


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B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

KEY TASK	PERSON RESPONSIBLE
<u>Out-patient</u>	
1. Goes to the DIS Reception Area.	Client/Patient
2. Presents his/her physician's request to the receptionist.	
3. Hands out a preparation form for the procedure to the patient and his/her schedule.	Receptionist
4. Goes to the reception area on the day of the examination and he/she is advised to fill in the information slip.	Client/Patient
5. Waits for his/her name to be called in the waiting area.	
6. Accompanies the client to the designated X-ray room and gives instructions during and after the procedure.	Radiologic Technologist
<u>In-patient</u>	
1. Sends the patient to the Department of Imaging Sciences together with the chart after the staff nurse has confirmed with the DIS receptionist about the procedure to be done.	Auxiliary Staff
2. Uses the door adjacent the Main DIS entrance.	
3. Accompanies the client to the designated X-ray room and gives instructions during and after the procedure.	Radiologic Technologist

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APPROVAL:

	Name/Title	Signature	Date
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	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/28/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		



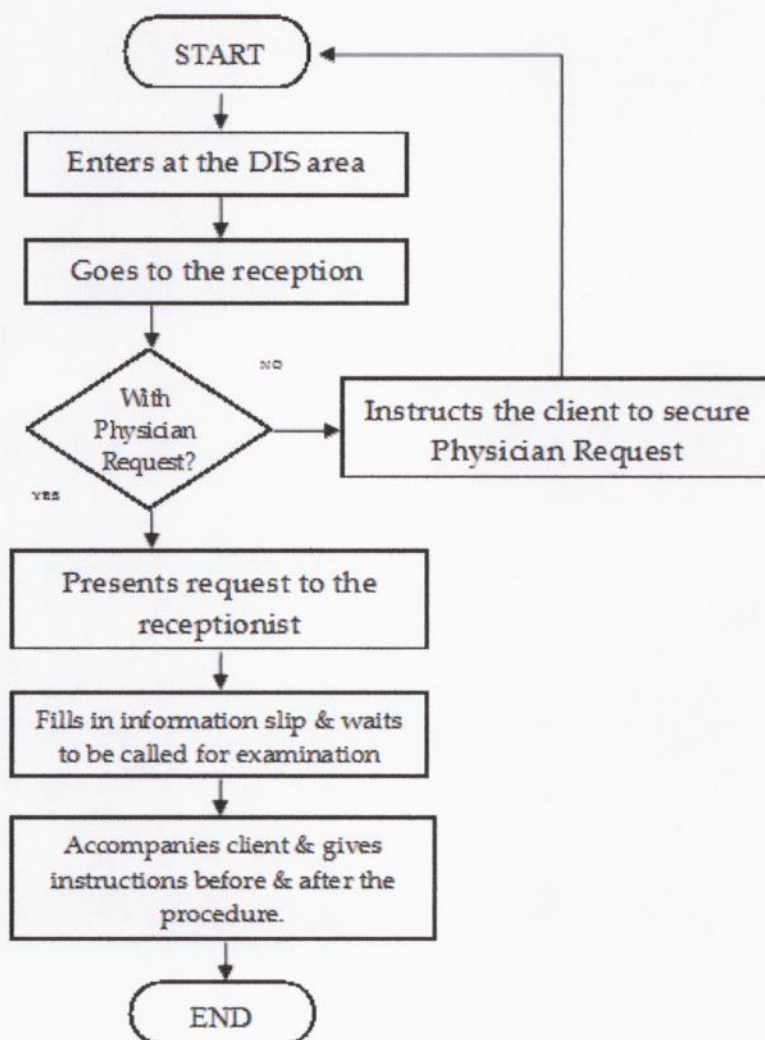
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FLOWCHART

OUTPATIENT





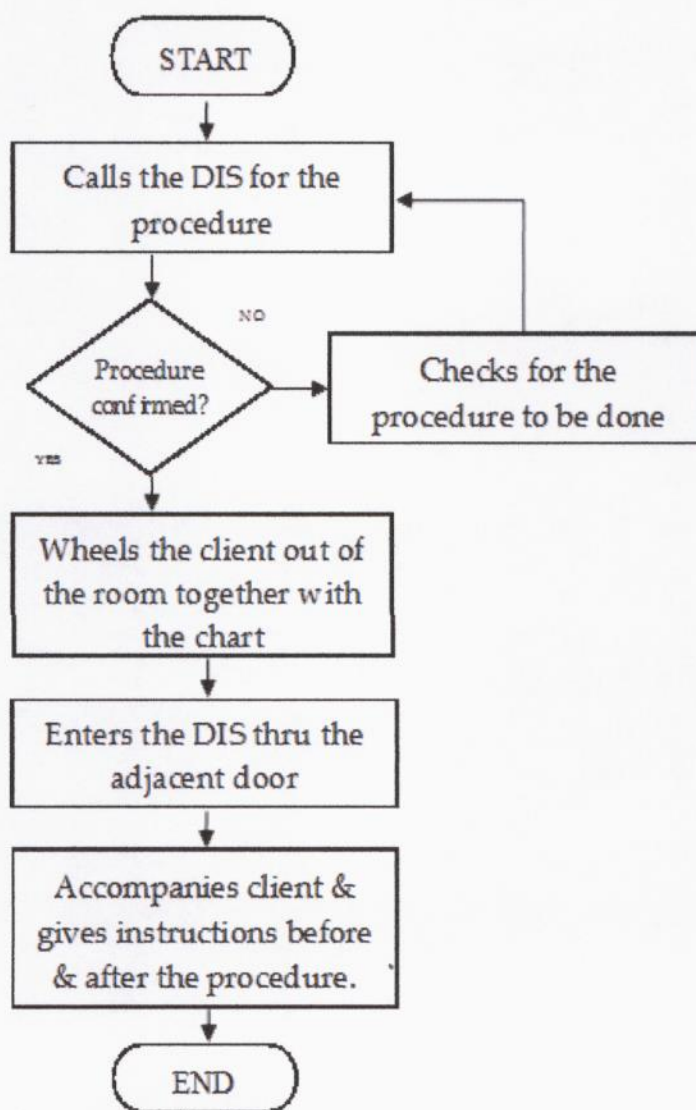
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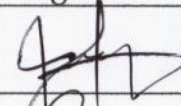
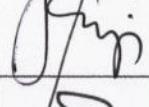

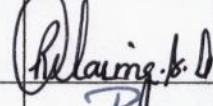


FLOWCHART

INPATIENT



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