 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P01-S03
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Department of Imaging Sciences
	Document Title:	<b>USE OF ELECTRONIC SIGNATURE</b>

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

### **PURPOSE:**

1. To provide safe and efficient service to clients by releasing results within the indicated Turn-Around-Time (TAT).
2. To streamline the process in the releasing of results.

### **SCOPE:**


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

### **PERSON RESPONSIBLE:**

Department Manager, Radiologic Section Head, Radiologic Technologists, Radiologists, Reception Clerks and Releasing Clerks.

### **GENERAL GUIDELINES:**


1. The DIS shall aim to provide the highest patient's satisfaction by way of abiding with the Department's established Turn-Around-Time (TAT).
2. Official results shall be released in accordance with its policy on the period within which they should be released.
3. An electronic signature shall be acceptable when placed in results that have been previously read by the Radiologist.
4. Results that bear the electronic signature of the Radiologist shall be considered official.
5. This innovation is called the DIS On-Line Interfacing Portal or DOIP or simply called "portal."

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	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
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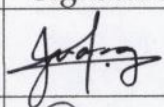
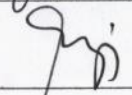

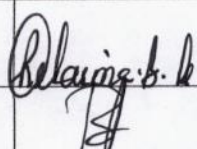

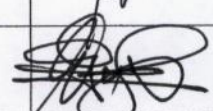
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6100

### **PROCEDURE:**


1. The DIS Staff provides scanned images and assigns the procedure to the Radiologist for reading via the DOIP.
2. The Radiologist reads the images and encodes its official reading into the official template in the DOIP.
3. The Radiologist directly releases results in the system/sends the electronically signed result to the Releasing Section.

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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		07-07-2022
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		7/28/22

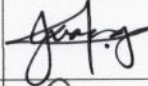


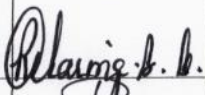

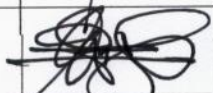



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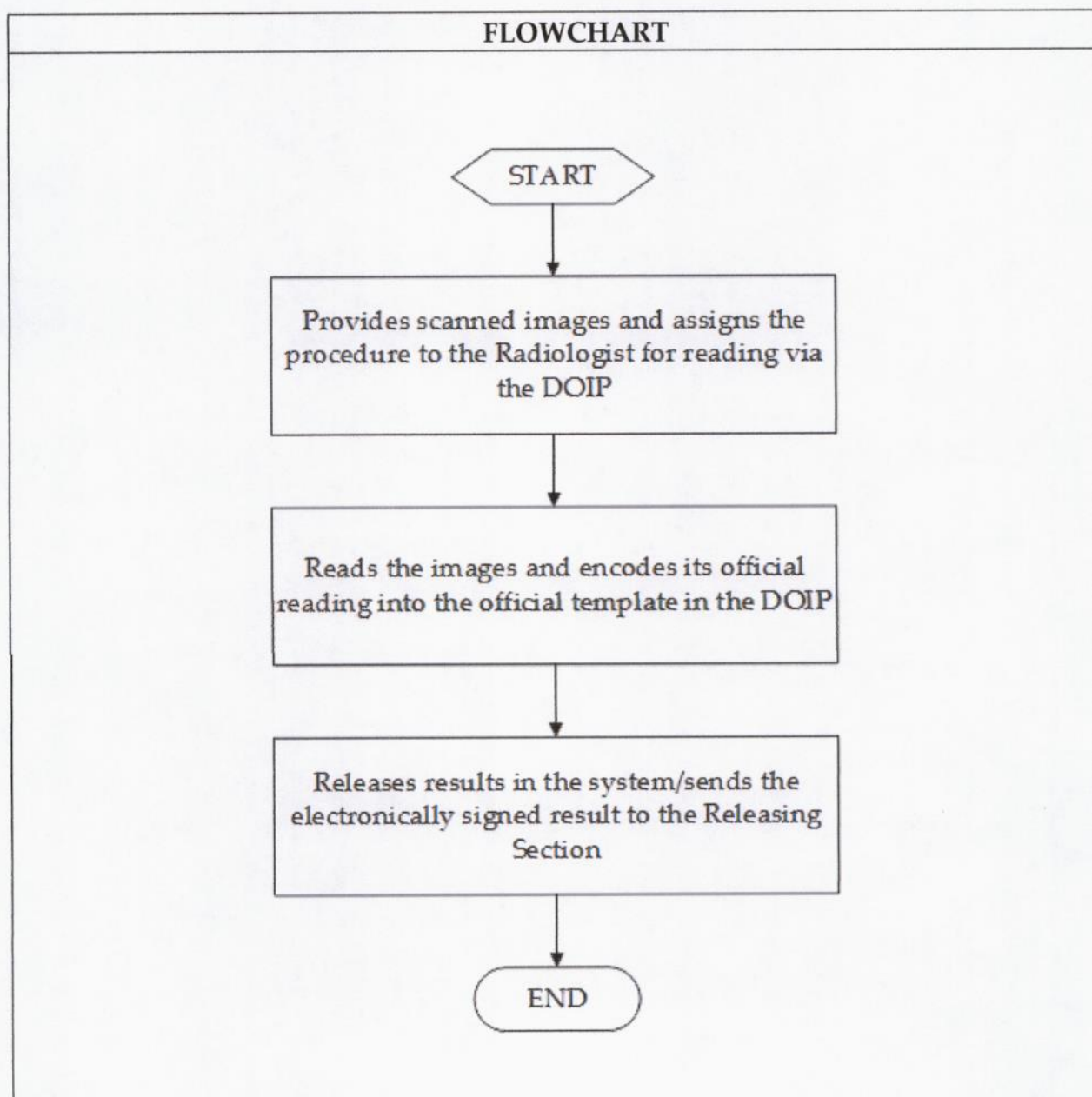
KEY TASK	PERSON RESPONSIBLE
1. Provides scanned images and assigns the procedure to the Radiologist for reading via the DOIP.	DIS Staff
2. Reads the images and encodes its official reading into the official template in the DOIP.	Radiologist
3. Releases results in the system/sends the electronically signed result to the Releasing Section.	

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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
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		7-8-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/28/22

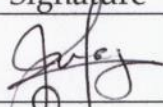
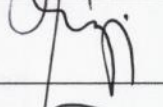

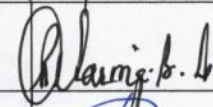

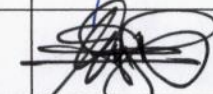
 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-63-P01-FC03
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