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	Effective Date:	05-31-2022
	Document Type:	Policy
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	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	RETENTION AND DISPOSAL OF RESULTS AND DVD

PURPOSE:

To establish and maintain a systematic and efficient method of archiving results for all procedures.

LEVEL:


Cardiologists/Sonologists, Nurses on Duty, Cardiovascular Technician

DEFINITION OF TERMS:

Filing of Results- for the purpose of this policy, is a process of organizing, sorting and safekeeping the recorded information and results of all procedures into a systematized collection or archive.

POLICY:

1. All results must be properly labeled and documented before archiving/filing.
2. A patient may have several results in one envelope if he has previous records in the Section. The same filed envelope is utilized to avoid loss of records indicating on the label all the dates of the examination.
3. All patients who have undergone a procedure at the NICIS Section are provided with a case number. This case number must be reflected on the patient's file.
4. Only results with original signature of the Sonologists/Cardiologists are considered official and final.
5. Archived results in the NICIS Section are filed in:
 - 5.1. Central computer system(Bizbox)

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- 5.2. A labeled envelope containing the signed result, original worksheet and thermal strips(if available) and arranged alphabetically in a central archive system.
- 5.3. A central storage of recorded DVD arranged by year and number.
6. Only the final summary of the results are released to the patients. Worksheets, drafts and films are considered property of the hospital and can be released upon request only to patients with authorization stating the purpose and reason from their Attending Physician and Sonologists.
7. All results are accomplished in 3 copies: one as patient's copy, one as Attending Physician's copy and one for archiving in the NICIS Section.
8. Final Results (patient's and physician's copy) are filed back in the archive if:
 - 8.1. Not forwarded to Attending Physician because the clinic is not within the Medical Arts Building of the hospital.
 - 8.2. Result is unclaimed within a week.
9. Patients who want to request for extra copies of the official result may accomplish a request letter stating the number of copies, the purpose/reason and duly signed by his Attending Physician.
10. Results which are arranged alphabetically should utilize the patient's last name as the basis for organizing.

TURN AROUND TIME (TAT)


Completion of post procedure results and documents
Labeling and archiving

10-20 minutes

10-15 minutes

TOTAL:

Approximately 30 minutes


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DOCUMENTATION:

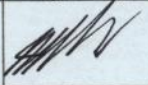
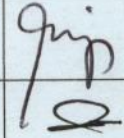

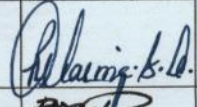
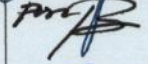

New Policy


DISSEMINATION:

1. Policies and Procedures Manual
2. Communicator Bulletin Board

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LLANA LINDA D. CARDONES, RN NICIS Section Supervisor		5/26/22
Verified:	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		5/30/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06/02/2022
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		06.02.2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/2/22
Approved:	GENESIS GOLDI D. GOLINGAN President & CEO		7/1/22

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	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	RETENTION AND DISPOSAL OF RESULTS AND DVD

PURPOSE:

To provide a guidelines on the proper implementation of records detention and disposal.

SCOPE:

Applies to all Non-Invasive Cardiovascular Imaging Sciences (NICIS) Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)


RESPONSIBLE PERSON:

Cardiovascular Technician

PROCEDURE:


STORAGE AND RETENTION:

1. The Cardiovascular Technician gathers the hard copy results and arranges them in alphabetical order while the DVDs are arranged by year the procedure is done.
2. The Cardiovascular Technician secures and seals them in the box.
3. The Cardiovascular Technician properly labels the box as regards to its content and duration of date that the procedure was done.
4. The Section Supervisor makes a communication letter to Engineering Department signed by the Ancillary Services Division Officer stating that hard copy results and DVDs that had been moved out from the NICIS Section and are stored in their area of responsibility.
5. The Cardiovascular Technician calls for assistance and accompanies the Housekeeping Personnel in moving out the labeled boxes of results and DVDs in the 7th floor of the Annex Building and sees to it that they are properly arranged.







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DISPOSAL

1. The NICIS Section Supervisor makes a communication letter addressed to the Ancillary Services Division Officer copy furnished to the Medical Records Section and Housekeeping Department that hard copies result of 5 years and below will be subject to disposal.
2. The Cardiovascular Technician gathers the boxes with the assistance from the Housekeeping Personnel and placed outside the storage room and endorsed to Housekeeping Department for disposal.
3. The Cardiovascular Technician should document in the logbook the date and time the results and DVDs had been disposed.


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APPROVAL:


	Name/Title	Signature	Date
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Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06/02/22
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		06.02.2022
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Approved:	GENESIS GOLDI D. GOLINGAN President & CEO		7/1/22

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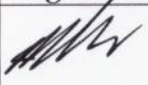
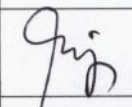
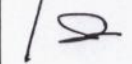
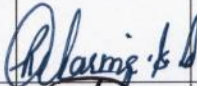


KEY TASKS	PERSON RESPONSIBLE
1. Gathers the hard copy results and arranges them in alphabetical order while the DVDs are arranged by year the procedure is done.	Cardiovascular Technician
2. Secures and seals them in the box.	
3. Properly labels the box as regards to its content and duration of date that the procedure was done.	
4. Makes a communication letter to Engineering Department stating that hard copy results and DVDs that had been moved out from the NICIS Section and are stored in their area of responsibility.	NICIS Supervisor
5. Calls for assistance and accompanies the Housekeeping Personnel in moving out the labeled boxes of results and DVDs and sees to it that they are properly arranged.	Cardiovascular Technician
DISPOSAL	
1. Makes a communication letter addressed to the Ancillary Services Division Officer copy furnished to the Medical Records Section and Housekeeping Department that hard copies result of 5 years and below will be subject to disposal.	NICIS Supervisor
2. Gathers the boxes with the assistance from the Housekeeping Personnel and places outside the storage room and endorsed to Housekeeping	Cardiovascular Technician


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Department for disposal.	
3. Documents in the logbook the date and time the results and DVDs had been disposed.	


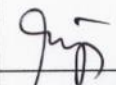
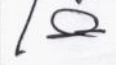



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	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/30/22
Approved:	GENESIS GOLDI D. GOLINGAN President & CEO		7/1/22

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APPROVAL:

	Name/Title	Signature	Date
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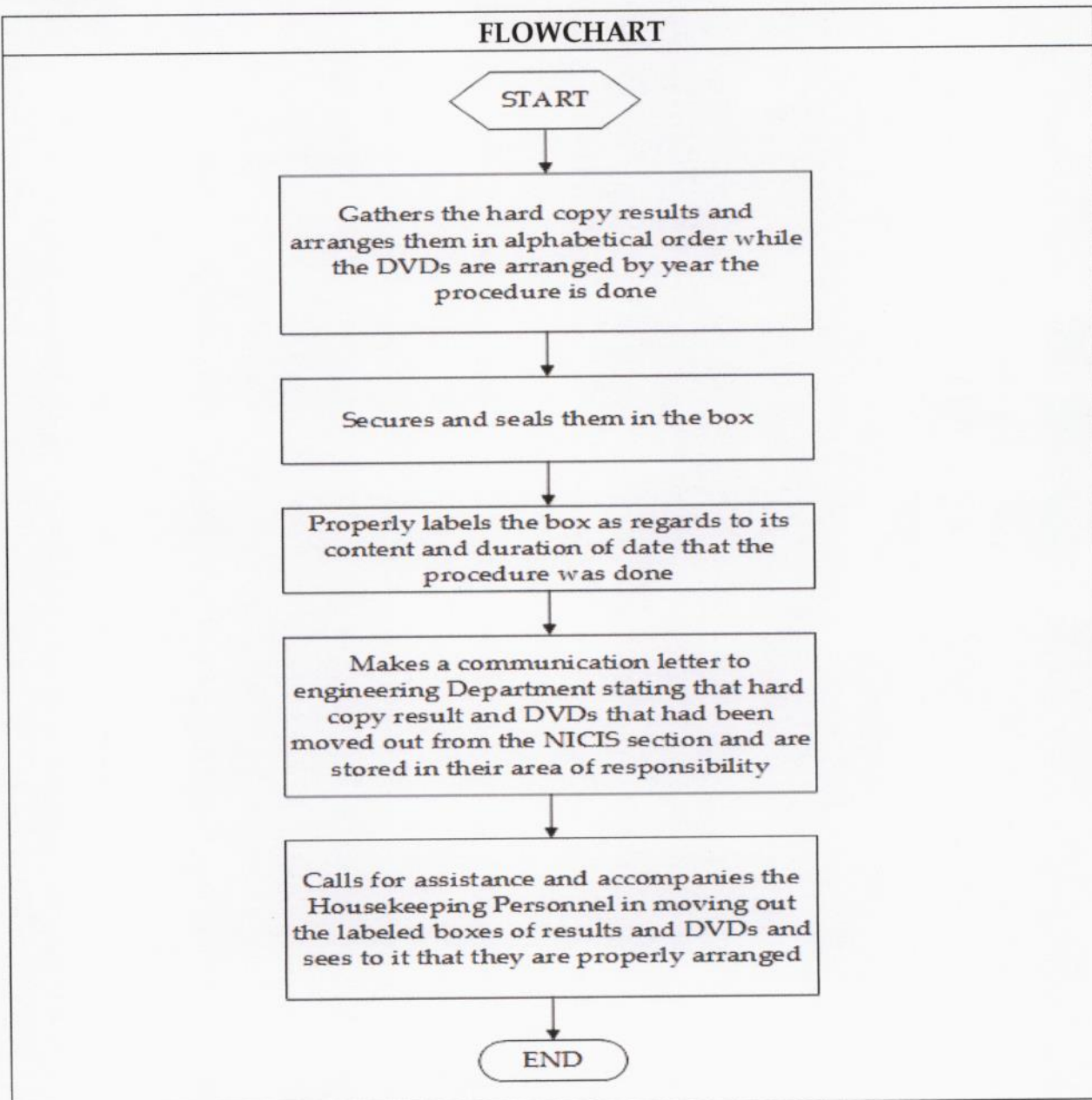


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FLOWCHART





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FLOWCHART

DISPOSAL

