 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-TQD-LIC-SOP002
	Revision Number:	0
	Effective Date:	04-01-2020
	Document Type:	Standard Operating Procedure
	Page Number:	1
	Department/Section:	Licensing
	Document Title:	PROCESSING CLINICAL LABORATORY LICENSE

PURPOSE:

To provide guidelines on how to process Clinical Laboratory License

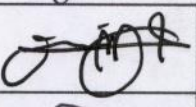

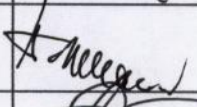
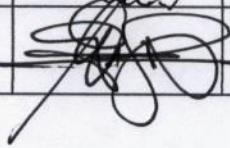
OBJECTIVE:


To comply with the requirements for all health care institutions according to the Department of Health's rules and regulations on Clinical Laboratories.

RESPONSIBLE PERSON:

Laboratory Department, Licensing Section


APPROVAL:

	Name/Title	Signature	Date
Prepared by:	JESUS MIGUEL Z. GARGANTIEL Licensing Specialist		02-10-2020
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		02-02-2020
Recommending Approval:	MONICA B. VILLANUEVA, RMT, RN, MST, FPCHA Laboratory Manager	for: m. Lads. villanueva	03-05-2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		3/5/20
Final approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/9/2020


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PROCEDURE:

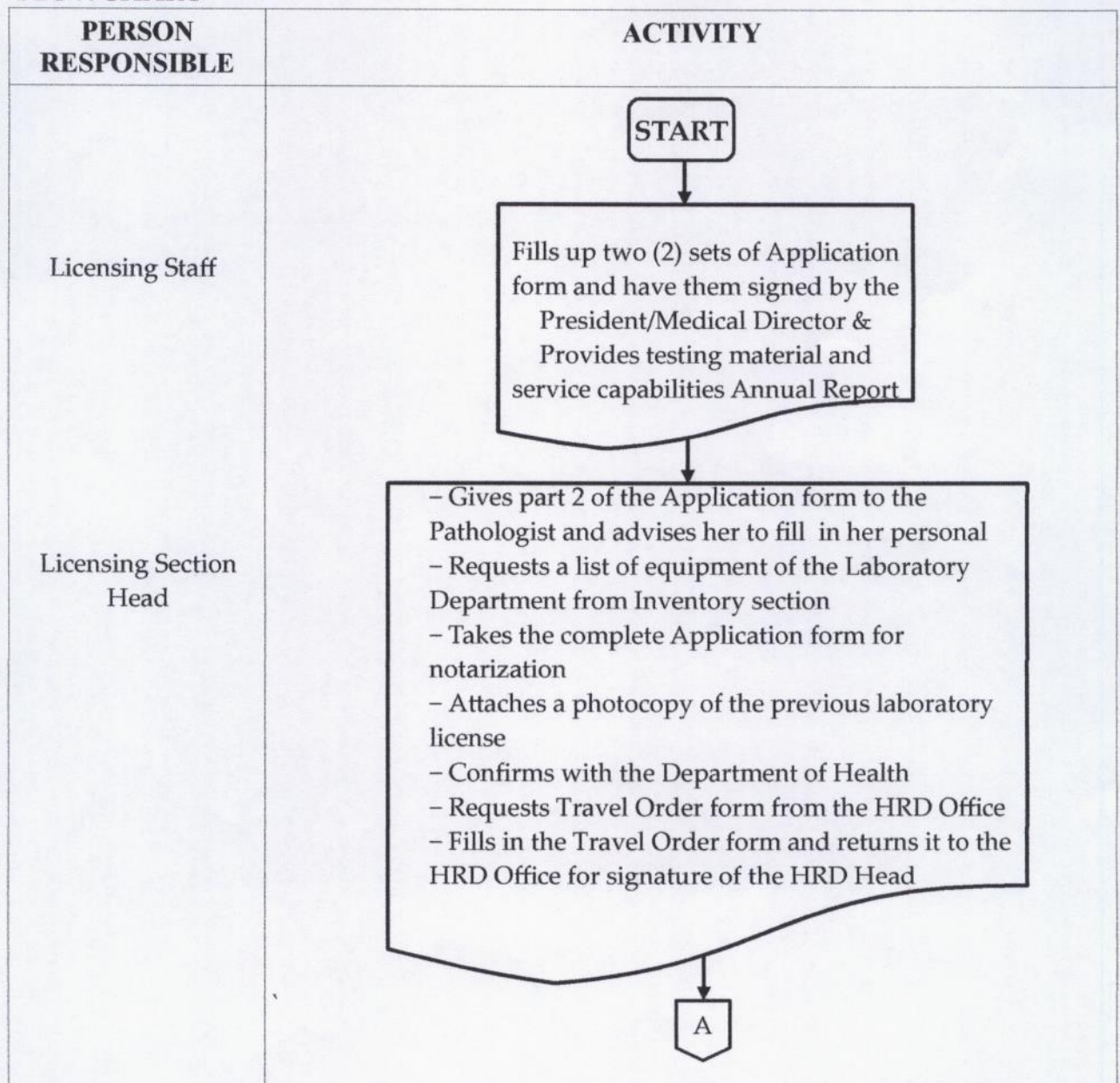
1. Fills up two (2) sets of Application form and have them signed by the President or the Medical Director.
2. Provides testing material and service capabilities Annual Report form to the Chief Medical Technologist and advises her to fill in the previous year's data.
3. Gives part 2 of the Application form to the Pathologist and advises her to fill out her personal, educational and training information.
4. Requests a list of equipment of the Laboratory Department from Inventory Section using the forms provided by the Department of Health, and coordinates with the Chief Medical Technologist to confirm the list and the status of the equipment.
5. Have the complete Application form notarized.
6. Attaches a photocopy of the previous laboratory license to the Application form as supporting document.
7. Confirms with the Department of Health the accreditation fee. Then, submits it to the Accounting Department for payment.
8. Requests Travel Order form from the HRD Office for budget expenses and approval of travel order to the Department of Health Regional Office in Mandurriao, Iloilo to submit the Application form and the supporting documents.
9. Fills out the Travel Order form and returns it to the HRD Office for signature of the HRD Head. Then, the HR clerk logs the application form.
10. Brings the Travel Order form to the Budget Officer for budget allocations, such as: transportation expenses, boat fare and food allowances. Then the Budget Section submits the same to the VP-Finance, the SVP-Finance and Corporate Planning, the EVP-Treasurer, and the President for approval.
11. Picks up the forms upon approval by the President and submits the same to the Accounting Office for issuance of a check.
12. Receives the check and signs in the Cashier's logbook upon release of the check from the Cashier Section.
13. Presents the check with two (2) valid identification cards to the bank for encashment.

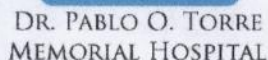
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14. The Department of Health representative re-checks the application form and the attached documents. Then he/she issues the assessment form for payment of the accreditation fee.
15. Upon receipt of the assessment form, payment shall be made to the Cashier's Section. The cashier issues an official receipt upon payment.
16. The official receipt shall then be submitted to the DOH Licensing Representative and have it stamped "RECEIVED". The newly stamped official receipt shall serve as the file copy.
17. After two (2) or three (3) months, the DOH Inspection Team will visit DPOTMH for inspection. If no deficiency is found, the DOH will recommend the issuance of "license to operate a clinical laboratory."
18. Photocopied license certificate shall be kept as "file copy", the original copy shall be displayed in a conspicuous area within the Laboratory Department

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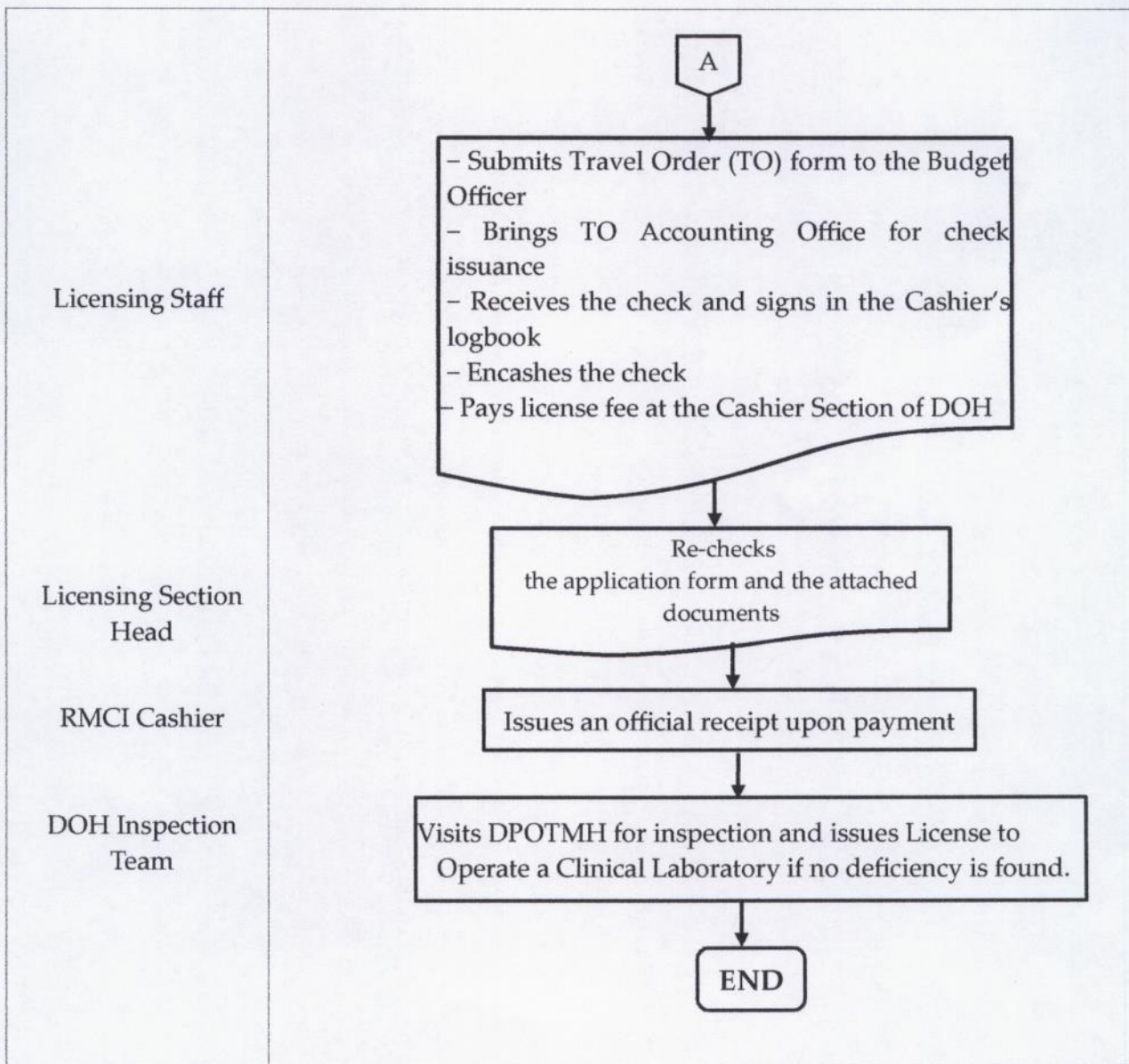
FLOWCHART






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REFERENCE:

Department of Health; Center for Health and Development Western Visayas. Q Abeto Street, Mandurriao, Iloilo City 5000. <http://ro6.doh.gov.ph/>. Retrieved: January 4, 2020