	Document Code:	DPOTMH-L-100-P04
	Effective Date:	08-01-2022
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Laboratory Unit
	Document Title:	CONFIDENTIALITY

PURPOSE:

To set the rules regarding the distribution and maintenance of information and records.

LEVEL:

All Laboratory personnel


DEFINITION OF TERMS:

Confidential information- include all data and information, whether soft or hard copies, that have been classified as confidential such as financial statements, employees' 201 file and related records comprising of personal and employment files, masterfile update, payroll, pay slips, patient information and chart, patient treatment, suppliers' and contractors' quotations, employee's health records and other similar or related documents and information

Confidentiality- it is the non-disclosure of the private information of another. The state of data privacy, which is generally help under legal and ethical obligation of non-disclosure


POLICY:

1. During the course of employment, staff may have access to confidentiality agreement.
2. Confidential information shall be treated with respect and care by any workforce member.
3. Staff shall comply with the terms of Una Konsulta to access Confidential Information.
4. The staff shall not verbally or in writing divulge or disclose to another employee, person, company, or another organization, any confidential information belonging

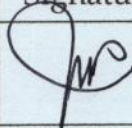
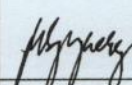
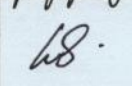
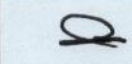
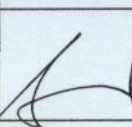
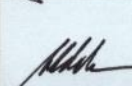
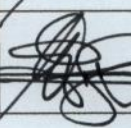
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to the employer or relative to the employer's affairs or dealings that may come upon their knowledge.

5. The staff shall not use confidential data or information that may be encountered within the period of their employment for their personal gain.
6. All records, data, reports and other documents that are considered confidential that may be obtained or come across with during the period of employment shall be considered property of the employer (Una Konsulta).
7. The staff may not in any way reproduce the same unless with authority or clearance from Top Management.
8. Upon the end of employment, these confidential documents shall be properly turned over to the direct superior with proper documentation, otherwise, an exit clearance shall not be given by employer or this hospital.
9. If such documents are needed in carrying out their duties and responsibilities, the staff shall formally request for such information in writing and with approval of their direct superior.
10. The Custodian of the confidential documents shall only provide the requested document upon receipt of a formal request with proper authorization.
11. All requested confidential documents must be properly sealed before releasing to the requesting party.
12. Any violation of this Confidentiality Agreement shall be subject to disciplinary measures.
13. This Confidentiality Agreement shall be binding even after the termination with the employer has ceased.
14. Any breach of this Confidentiality Agreement shall warrant dismissal from their employment without prejudice to the filing of any civil/criminal case.


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	Document Type:	Policy
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	Document Title:	CONFIDENTIALITY

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	JASON ALDRIN G. TAN, RMT Chief Medical Technologist- Una Konsulta		07-29-22
Verified:	MARIE SHARON P. PEREZ, MBA-HA, FPCHA Una Konsulta Manager		08-02-22
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		07-29-22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		08-30-2022
Recommending Approval:	RONEL G. SARIO, MD, FPCP Medical Director- Una Konsulta		08-10-22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		09/08/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/11/22

	Document Code:	DPOTMH-L-100-P04
	Effective Date:	08-01-2022
	Document Type:	Policy
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	Document Title:	CONFIDENTIALITY

ANNEX:



UNA KONSULTA
Riverside's One-Stop Health Shop

South Wing Annex, SM City Bacolod
 Tel. No. +6334 435 4052
 Mobile No.: 0929-2153564
una.konsulta@rivermedcenter.net

CONFIDENTIALITY AGREEMENT

I agree that while I am under the employ of UNA KONSULTA, I shall not verbally or in writing divulge or disclose to another employee, person, company, or another organization, any confidential information belonging to my employer or relative to my employer's affairs or dealings that may come upon my knowledge except when authority has been entrusted to me to do so. I shall not use for my own personal gain whatever confidential data or information that I may encounter within the period of my employment.

All records, data, reports and other documents that are considered confidential that I may obtain or come across with during the period of my employment are considered the property of the hospital/employer and I may not in anyway reproduce the same unless with authority or clearance from Top Management. Upon the end of my employment, these confidential documents shall be properly turned over to my direct superior with proper documentation, otherwise, I shall not be given an exit clearance by employer or this hospital.

Confidential information shall include all data and information, whether soft or hard copies, that have been classified as confidential such as financial statements, employees' 201 file and related records comprising of personal and employment files, masterfile update, payroll, pay slips, patient information and chart, patient treatment, suppliers' and contractors' quotations, employee's health records and other similar or related documents and information.

If such documents are needed in carrying out my duties and responsibilities, I shall formally request for such information in writing and with approval of my direct superior. If in the course of my employment, I happen to be custodian of any confidential document and another party shall request from my end to provide them with such document, I shall only provide the requested document upon receipt of a formal request with proper authorization. All requested confidential documents must be properly sealed before releasing to the requesting party.

I acknowledge that any violation of this Confidentiality Agreement shall be subject to disciplinary measures. This Confidentiality Agreement shall be binding on me even after my termination with my employer has ceased. Any breach of this Confidentiality Agreement shall warrant my dismissal from employment without prejudice to the filing of any civil/criminal case.

 Signature over printed name | Date


 Section/Department

DPOTMH-LK-OPD-002
 Effective Date: 07-01-2022
 South Wing Annex, SM City Bacolod

+6334 435 4052

una.konsulta@rivermedcenter.net

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	Document Code:	DPOTMH-L-100-P04-S01
	Effective Date:	08-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Laboratory Unit
	Document Title:	CONFIDENTIALITY

PURPOSE:

To discuss the steps involved in the implementation of the rules for confidentiality.

SCOPE:


Applies to all Laboratory Unit staff of Una Konsulta

PERSON RESPONSIBLE:







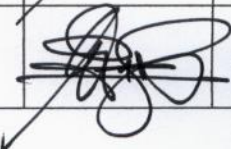
Human Resource Division person in-charge, all Laboratory personnel, Unit Head


PROCEDURE:

1. The Human Resource Division person in-charge shall explain to the employee the Confidentiality Agreement.
2. The staff shall sign the Confidentiality Agreement when hired.
3. The staff shall request any confidential documents with proper authorization if such documents are needed in carrying out the duties and responsibilities.
4. The staff shall abide with the contents of the Confidentiality Agreement during the course of employment (and even after separation from the company).
5. Upon the end of employment, the confidential documents shall be properly turned over to the direct superior with proper documentation, otherwise, an exit clearance shall not be given by the employer.


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	Effective Date:	08-01-2022
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	Page Number:	2 of 2
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	Document Title:	CONFIDENTIALITY

APPROVAL:

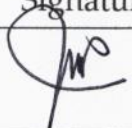



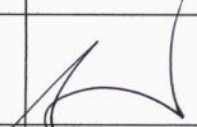
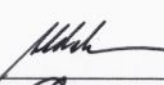

	Name/Title	Signature	Date
Prepared by:	JASON ALDRIN G. TAN, RMT Chief Medical Technologist- Una Konsulta		07-29-22
Verified:	MARIE SHARON P. PEREZ, MBA-HA, FPCHA Una Konsulta Manager		8-2-22
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		07-29-22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		08-30-2022
Recommending Approval:	RONEL G. SARIO, MD, FPCP Medical Director- Una Konsulta		8-10-22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		09/01/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/11/22

	Document Code:	DPOTMH-L-100-P04-WI01
	Effective Date:	08-01-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Laboratory Unit
	Document Title:	CONFIDENTIALITY

KEY TASKS	PERSON RESPONSIBLE
1. Explains to the employee the Confidentiality Agreement	Human Resource Division person in-charge
2. Signs the Confidentiality Agreement when hired	Laboratory Unit staff
3. Requests any confidential documents with proper authorization if such documents are needed in carrying out the duties and responsibilities	Laboratory Unit staff
4. Abides with the contents of the Confidentiality Agreement during the course of employment	Laboratory Unit staff
5. Turns over the confidential documents to the direct superior upon the end of employment	Laboratory Unit staff
6. Signs the exit clearance upon turn over of confidential documents and completion of requirements.	Unit Head

	Document Code:	DPOTMH-L-100-P04-WI01
	Effective Date:	08-01-2022
	Document Type:	Work Instruction
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	Document Title:	CONFIDENTIALITY

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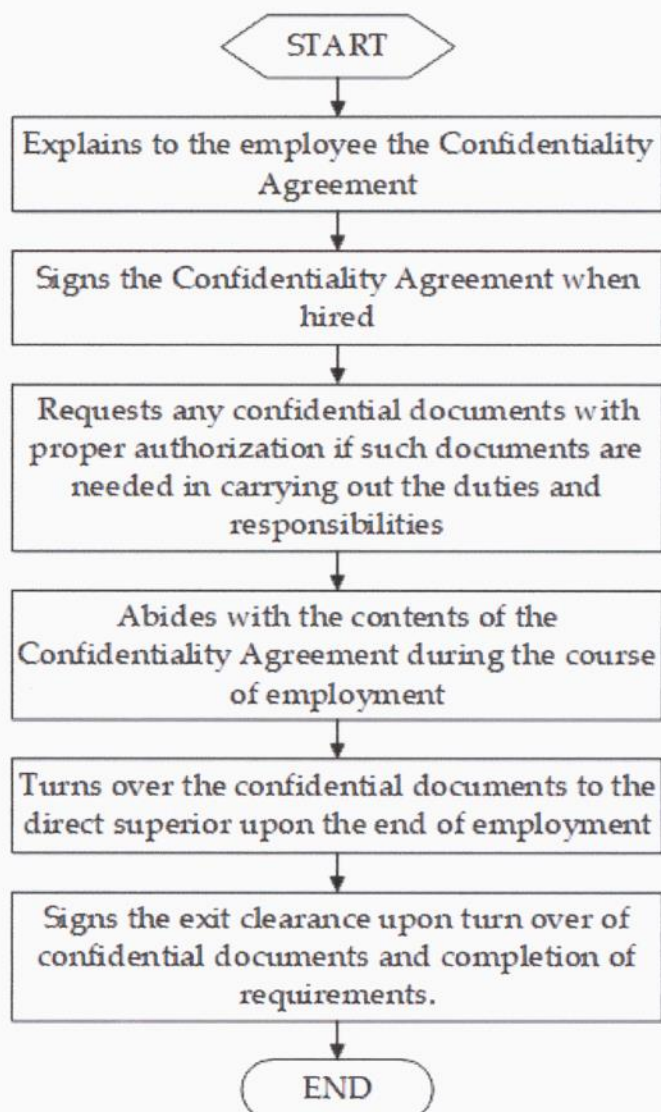
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Prepared by:	JASON ALDRIN G. TAN, RMT Chief Medical Technologist- Una Konsulta		
Verified:	MARIE SHARON P. PEREZ, MBA-HA, FPCHA Una Konsulta Manager		8-2-22
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Recommending Approval:	RONEL G. SARIO, MD, FPCP Medical Director- Una Konsulta		8-10-22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/11/22




**UNA
KONSULTA**
Riverside's One- Stop Health Shop

Document Code:	DPOTMH-L-100-P04-FC01
Effective Date:	08-01-2022
Document Type:	Flowchart
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FLOWCHART



	Document Code:	DPOTMH-L-100-P05-S02
	Effective Date:	08-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Laboratory Unit
	Document Title:	SAFE AND EFFICIENT USE OF MEDICAL EQUIPMENT

PURPOSE:

To maintain the functionality, length and service of the machines.

SCOPE:

Applies to all Laboratory Unit staff of Una Konsulta

PERSON RESPONSIBLE:


Medical Technologist, Biomedical Technicians, Outsourced Technicians

GENERAL GUIDELINES:


1. Personnel or Medical Technologist can only handle laboratory equipment if he/she is equipped with proper training by the Biomedical Technicians or Outsourced Technician of the said brand/equipment being used.
2. The machine should be checked regularly by the Biomedical Technicians or by the Outsourced Technicians.
3. The personnel must be aware of the do's and don't's of the different equipment as to handling the specimen needed, calibration, daily maintenance and environment condition.

PROCEDURE:

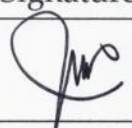
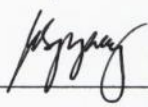



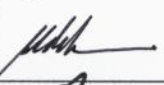
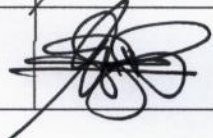
1. The Medical Technologist cleans the laboratory machines regularly according to its specification and uses only the recommended cleaning materials (e.g. dry cloth only or cloth moistened with recommended disinfectant).
2. A scheduled maintenance and calibration should be performed by either the Biomedical Technician or by Outsourced Technician.


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	Document Title:	SAFE AND EFFICIENT USE OF MEDICAL EQUIPMENT

3. The Medical Technologist, Biomedical Technician or Outsourced Technician performs quality control documentation and records any discrepancy noted during the maintenance.
4. Checks the reagent's condition (e.g. expiration date, checks for any changes in the consistency).
5. Before the Medical Technologist switches the machine off after use, a thorough clean-up should be done on its processor using the manufacturer's approved cleansers (e.g. daily cleaner for Easylite, cleaning solution for Symex and etc.).
6. Maintain the recommended room temperature inside the laboratory to avoid overheating the machines.

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	Effective Date:	08-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Laboratory Unit
	Document Title:	SAFE AND EFFICIENT USE OF MEDICAL EQUIPMENT

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	Name/Title	Signature	Date
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Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		08-30-2022
Recommending Approval:	RONEL G. SARIO, MD, FPCP Medical Director- Una Konsulta		8/10/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		09/06/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/11/22

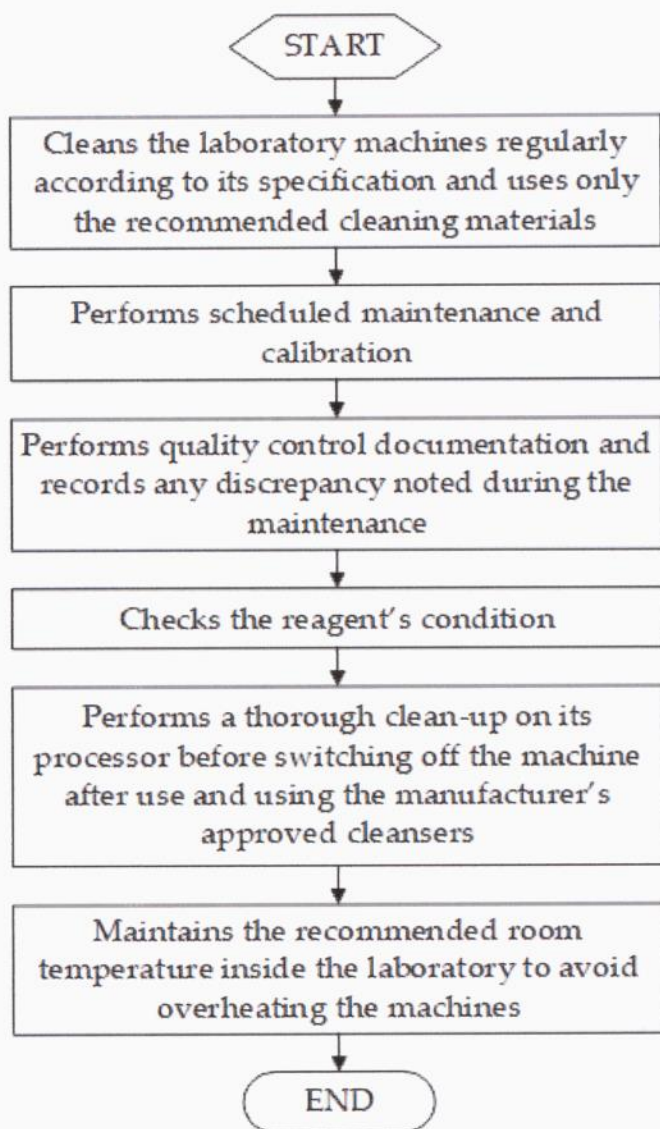
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	Effective Date:	08-01-2022
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	Document Title:	SAFE AND EFFICIENT USE OF MEDICAL EQUIPMENT


KEY TASKS	PERSON RESPONSIBLE
1. Cleans the laboratory machines regularly according to its specification and uses only the recommended cleaning materials	Medical Technologist
2. Performs scheduled maintenance and calibration	Biomedical Technician/ Outsourced Technician
3. Performs quality control documentation and records any discrepancy noted during the maintenance	Medical Technologist/ Biomedical Technician or Outsourced Technician
4. Checks the reagent's condition	Medical Technologist
5. Performs a thorough clean-up on its processor before switching off the machine after use and using the manufacturer's approved cleansers	Medical Technologist
6. Maintains the recommended room temperature inside the laboratory to avoid overheating the machines	Medical Technologist








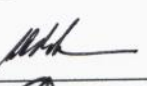
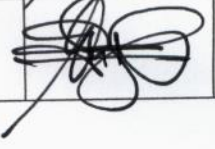
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FLOWCHART



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