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	Effective Date:	08-01-2022
	Document Type:	Policy
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	Department/Section:	Laboratory Unit
	Document Title:	<b>LABORATORY ISOLATION GUIDELINES (COVID 19)</b>

**PURPOSE:**

To discuss the isolation guidelines in the Laboratory Unit and prevent the spread of Covid-19 infection.

**LEVEL:**

CRO, Guard, Triage Nurse Medical Technologist, Assessment Clerk, Cashier


**DEFINITION OF TERMS:**

**Isolation-** separates sick people with a contagious disease from people who are not sick

**POLICY:**

1. All patients for Isolation Blood Extraction shall be interviewed and assessed by the triage nurse before registration and payment.
2. The patient or an authorized watcher accompanying the patient shall truthfully complete the triaging process.
3. Doctor's request shall be presented for proper assessment.
4. The assessment and payment processes shall be duly facilitated by the OPD nurse or CRO in charge.
5. All Isolation blood extraction procedures shall be scheduled between 7 a.m. to 3 p.m. everyday.
6. Wearing of Proper Personnel Protective Equipment (PPE) shall be strictly observed during blood extraction.



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7. Proper hand hygiene shall be observed to avoid the spread of infection.
8. The patient and watcher shall be required to wear surgical masks with full face shields when availing the service.
9. Isolation laboratory procedures shall be done ONLY in the designated area.
10. The standard TAT for the releasing of results both thru online and hard copy issuance shall be observed.


**DOCUMENTATION:**

New Policy

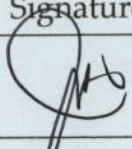
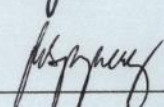


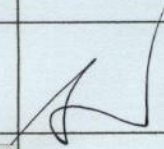
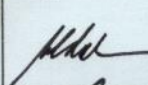
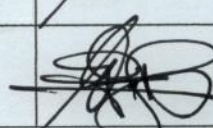
**DISSEMINATION:**


Policies and Procedure Manual  
Orientations



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>JASON ALDRIN G. TAN, RMT</b> Chief Medical Technologist- Una Konsulta		8/29/22
Verified:	<b>MARIE SHARON P. PEREZ, MBA-HA, FPCHA</b> Una Konsulta Manager		8-2-21
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology		07-29-22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		08-30-2022
Recommending Approval:	<b>RONEL G. SARIO, MD, FPCP</b> Medical Director- Una Konsulta		8/10/22
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		09/01/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/11/22

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	Effective Date:	08-01-2022
	Document Type:	Standard Operating Procedure
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	Document Title:	<b>LABORATORY ISOLATION GUIDELINES (COVID 19)</b>

### **PURPOSE:**

To discuss the isolation guidelines in the Laboratory Unit and prevent the spread of Covid-19 infection.

### **SCOPE:**

Applies to all Laboratory Unit staff of Una Konsulta


### **PERSON RESPONSIBLE:**

CRO, Guard, Triage Nurse, Medical Technologist, Assessment Clerk, Cashier


### **PROCEDURE:**

1. Call/Inform the Laboratory personnel.
  - 1.1. The patient/watcher/outpatient nurse shall call or inform the Reception/Laboratory personnel of the request for Laboratory procedures for a patient suspected with Covid-19 infection or in isolation.
  - 1.2. For walk-in clients, the patient or his/her authorized watcher shall proceed to the triage prior to processing of payment to the cashier.
2. All patients shall pass by the Triage Area.
  - 2.1. Present the doctor's request and comply with the triage process.
3. Assessment and payment:
  - 3.1. the Triage Nurse/ CRO shall facilitate the payment transactions for the patient.
  - 3.2. the Assessment Clerk processing the assessment should ensure that the details and contact number of the patient are correct and updated.
  - 3.3. the Cashier processes the payment for the laboratory test(s).
4. Instructs the patient to proceed to the isolation extraction area.
5. Medical Technologist prepares for blood extraction.

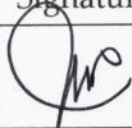
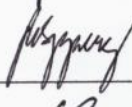




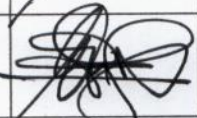



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6. Medical Technologist wears the appropriate PPE required before taking any Isolation Patient.
7. The Medical Technologist shall instruct the patient/watcher of the Result Turn-Around-Time (TAT), to include instructions on how to retrieve their result on line through the RMCI patient Portal.
8. After blood extraction, one (1) Medical Technologist will assist the Medical Technologist from Isolation in performing donning of PPE to ensure that they perform it correctly.
9. Medical Technologist returns to the Laboratory for segregation and processing of specimen.
10. Strictly observe hand washing before and after the procedure.

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>JASON ALDRIN G. TAN, RMT</b> Chief Medical Technologist- Una Konsulta		7/21/22
Verified:	<b>MARIE SHARON P. PEREZ, MBA-HA, FPCHA</b> Una Konsulta Manager		8-2-22
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology		07-29-22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		08/30/2022
Recommending Approval:	<b>RONEL G. SARIO, MD, FPCP</b> Medical Director- Una Konsulta		8/10/22
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		09/06/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/11/22

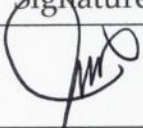
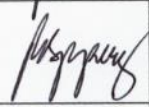



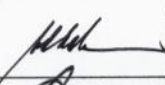

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KEY TASKS	PERSON RESPONSIBLE
1. Calls/informs the Laboratory personnel of the request for Laboratory procedures for a patient suspected with Covid-19 infection or in isolation	Patient/ Watcher/ Outpatient Nurse
2. Passes by the triage area	Patient
3. Facilitates the assessment and payment for the procedure/ laboratory tests	Triage Nurse/ CRO/ Assessment Clerk
4. Facilitates the payment for the procedure/ laboratory tests	Cashier
5. Instructs the patient to proceed to the isolation extraction area	Triage Nurse/ CRO
6. Prepares for blood extraction	Medical Technologist
7. Wears the appropriate PPE required before taking any isolation patient	Medical Technologist
8. Instructs the patient/ watcher of the Result Turn-Around-Time (TAT), includes instructions on how to retrieve their result online through the RMCI patient Portal	Medical Technologist
9. Performs doffing with assistance from another Medical Technologist	Medical Technologist
10. Returns to the Laboratory for segregation and processing of specimen	Medical Technologist



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>JASON ALDRIN G. TAN, RMT</b> Chief Medical Technologist- Una Konsulta		7/19/22
Verified:	<b>MARIE SHARON P. PEREZ, MBA-HA, FPCHA</b> Una Konsulta Manager		8-2-22
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology		07-29-22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		08-30-2022
Recommending Approval:	<b>RONEL G. SARIO, MD, FPCP</b> Medical Director- Una Konsulta		8/10/22
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		09/08/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/11/22

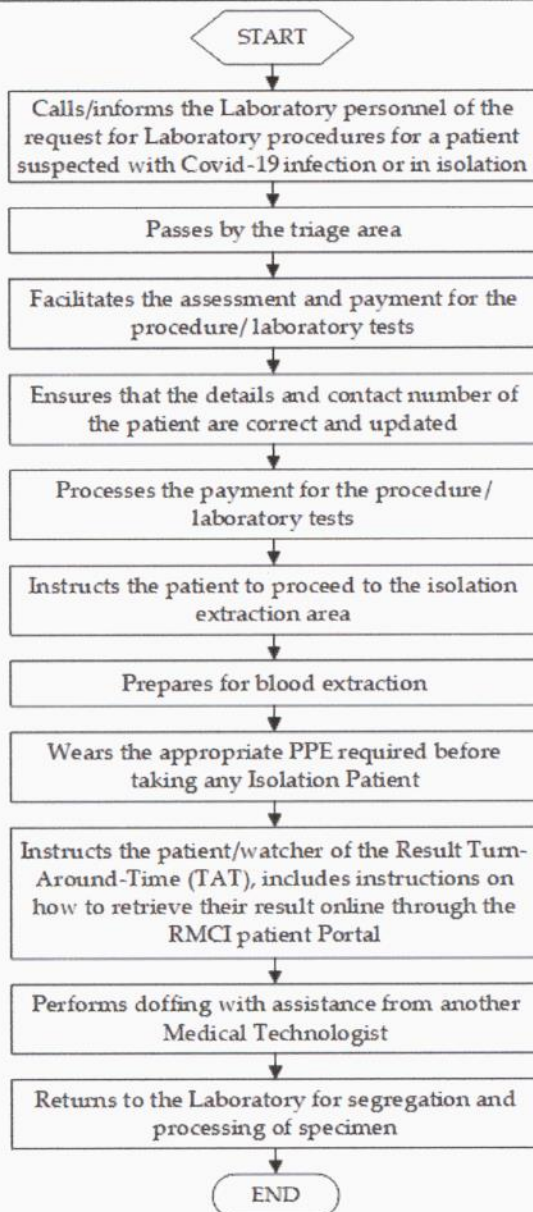





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KONSULTA**  
Riverside's One-Stop Health Shop

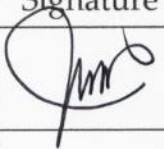
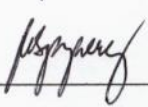



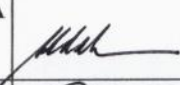

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## FLOWCHART



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**APPROVAL:**

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Prepared by:	<b>JASON ALDRIN G. TAN, RMT</b> Chief Medical Technologist- Una Konsulta		7/19/22
Verified:	<b>MARIE SHARON P. PEREZ, MBA-HA, FPCHA</b> Una Konsulta Manager		8-2-22
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology		07-29-22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		08/30/2022
Recommending Approval:	<b>RONEL G. SARIO, MD, FPCP</b> Medical Director- Una Konsulta		8/10/22
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		09/01/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/11/22