	Document Code:	DPOTMH-L-100-P01
	Effective Date:	08-01-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Laboratory Unit
	Document Title:	SCOPE OF LABORATORY SERVICES

PURPOSE:

To enumerate the services offered by the Laboratory Unit of Una Konsulta.

LEVEL:

All Employees

SCOPE OF SERVICE:

Objectives of Laboratory Services

1. To efficiently and accurately perform the test ordered by the physician.
2. Ongoing development, implementation, and evaluation of quality control methods appropriate to each department.
3. Continuous evaluation and revision of current laboratory procedures, and introduction of new procedures as they are available and adaptable to the needs of the health hub.
4. Clinical laboratory personnel will participate in continuing education programs to update their knowledge of laboratory theory and practice.

Hours of Services


The Laboratory Unit of Una Konsulta is providing services to clients from 6:00 a.m. to 7:00 p.m., seven days a week.

Location of Services

The Laboratory Unit of Una Konsulta is located at the South Wing Annex of SM City- Bacolod, along Gonzaga Street. The unit caters to routine laboratory examinations and testing areas including Hematology, Clinical Chemistry, Clinical Microscopy, Parasitology, and Drug Testing.

Basic Services Offered

1. Collection of blood, urine, and stool specimens for laboratory testing

 UNA KONSULTA Riverside's One-Stop Health Shop	Document Code:	DPOTMH-L-100-P01
	Effective Date:	08-01-2022
	Document Type:	Policy
	Page Number:	2 of 3
	Department/Section:	Laboratory Unit
	Document Title:	SCOPE OF LABORATORY SERVICES

2. Collection of specimens for adult, geriatric and pediatric patients
3. Collection of specimens for drug screening

Receiving, Processing, and Testing of patient samples

1. Provision of accurate and timely laboratory results
2. Notification of critical values to a responsible individual
3. Provision of support for affiliated alternative site testing locations

Maintaining Appropriate Laboratory Accreditation


1. Department of Health (DOH)
2. Bureau of Health Facilities and Services (BHFS)

Laboratory Referral

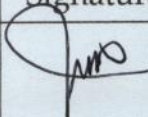
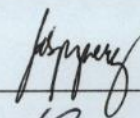


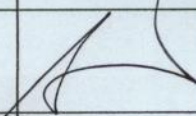
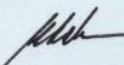
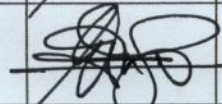
1. Referral of tests to accredited reference laboratories when tests are not performed in-house.
2. Appropriate documentation of results of testing sent to a referral laboratory.

Laboratory Reporting of Test Results

1. Verification of laboratory results by qualified personnel.
2. Reporting of test results by computer terminals
3. Reporting of test results by remote status printers
4. Reporting of test results through an interface with the hospital information system (BIZBOX)
5. Providing printed laboratory reports to outpatients

	Document Code:	DPOTMH-L-100-P01
	Effective Date:	08-01-2022
	Document Type:	Policy
	Page Number:	3 of 3
	Department/Section:	Laboratory Unit
	Document Title:	SCOPE OF LABORATORY SERVICES

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		08-01-22
	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		09/06/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/11/22