 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-60-P06-S01
	Effective Date:	12-30-2020
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Molecular Laboratory
	Document Title:	ARCHIVING

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

1. To describe the standard procedures to be followed when archiving essential documents *related to COVID-19 RT-PCR test results*.
2. To provide clear instructions to all staff regarding the appropriate retention and disposal of paper based records via an agreed archiving process.

SCOPE:


Applies to all Molecular Laboratory Personnel of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Molecular Laboratory Personnel, Molecular Laboratory Section Head

GENERAL GUIDELINES:

1. The Section Head shall be in charge of archiving. He/she will verify the legal or normative requirements for which documents and records are required to be kept and retention time.
2. All logbooks and records shall be placed into specific folders or binders and archived.
 - 2.1. The request forms must be stored for a minimum of 2 months.
 - 2.2. The laboratory reports must be stored for a minimum of 5 years.
3. All archived documents shall:
 - 3.1. be labeled with the date of archiving
 - 3.2. remain legible, readily identifiable and retrievable.
4. A file system shall be started to store and archive data in different appropriate folders. Each folder will contain all documents and records of its category.
5. Data will be referenced in the corresponding archiving logbook, and labeled with appropriate structural and data collection information.


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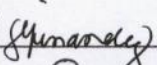
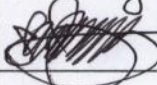



6. Invalid or obsolete documents and data may be archived separately for historical reference or background knowledge preservation.
7. When an archived document is to be retrieved, the date and person retrieving it will be noted in the archiving logbook. The replacement of the document will also be logged.
8. After 5 years of short term archiving, documents with no legal value can be discarded; the documents of legal value will be transported to the section's document storage area for long term archiving.
9. The Section Head will be in charge of archiving.


PROCEDURE:

1. The Section Head will do the surveying, arranging, describing, and performing basic preservation activities on the recorded material after they are permanently transferred to an archive.
2. The Section Head maintains the archived records and other filing systems in order.
3. The Section Head removes all documents that were kept beyond the recommended number of years for archiving.
4. The Section Head disposes all documents according to the hospital policy on disposal of documents.


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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	JELYN L. FERNANDEZ, RMT Section Head, Microbiology and Clinical Microscopy		7-11-2022
Verified:	DAVID G. PEDROZA, MD Associate Pathologist		7-11-2022
	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Director		7-11-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		7-11-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		7-11-2022
Recommending Approval:	ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA Ancillary Services Division Officer		
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

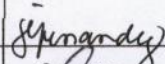
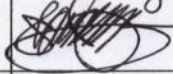



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KEY TASKS	PERSON RESPONSIBLE
1. Surveys, arranges, describes, and performs basic preservation activities on the recorded material after they are permanently transferred to an archive	Molecular Laboratory Section Head
2. Maintains the archived records and other filing systems in order	
3. Removes all documents that were kept beyond the recommended number of years for archiving	
4. Disposes all documents according to the hospital policy on disposal of documents	

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APPROVAL:

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Verified:	DAVID G. PEDROZA, MD Associate Pathologist		07/11/2022
	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Director		7-11-2022
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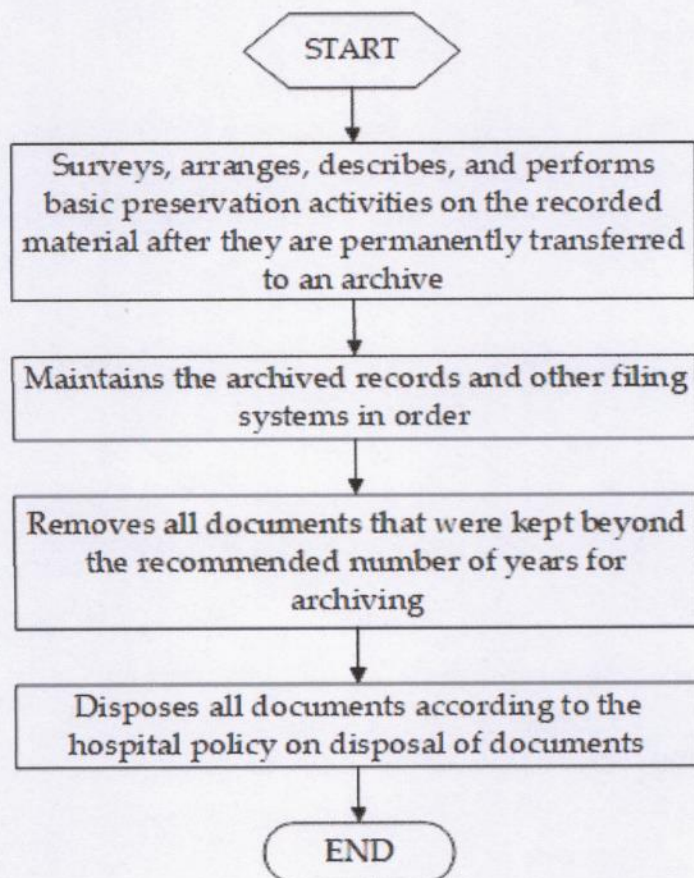



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FLOWCHART



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APPROVAL:

	Name/Title	Signature	Date
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	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Director	<i>[Signature]</i>	7-11-2022
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