 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-65-P07
	Effective Date:	05-31-2022
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	ER RESPONSE TIME OF THE NON- INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

PURPOSE:

Consistent with the thrust of Dr. Pablo O. Torre Memorial Hospital to deliver a broad range of quality health care services and continuously improve the same, this policy and guidelines are set to guide the health care professionals in providing prompt response to Emergency Room (ER).

LEVEL:

Cardiologists/Sonologists, Nurses on Duty, Cardiovascular Technician

DEFINITION OF TERMS:


Scheduling- is the process by which a specific date and time is assigned for a planned procedure/activity.

Receiving- is the method by which the client is accepted and accommodated for an inquiry or a scheduled /activity.

POLICY:


1. OPERATING HOURS. The following schedules shall be followed strictly:

Non-invasive cardiovascular procedures (2D echo, Vascular Studies, Stress Test)	Monday to Saturday 6:00 AM to 10:00 PM
OB/ Gyne ultrasounds (Pelvic ultrasound, transvaginal/ transrectal/ ultrasounds, follicle scan, biophysical scoring), 3D/4D Imaging	Monday: 10:00 AM to 12:00 PM 2:00 PM to 5:00 PM Tuesday, Wednesday, Thursday: 1:00 PM to 3:00 PM

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-65-P07
	Effective Date:	05-31-2022
	Document Type:	Policy
	Page Number:	2 of 5
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	ER RESPONSE TIME OF THE NON-INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

	<p>Friday: 10:00 AM to 12:00 PM 2:00 PM to 5:00 PM</p>
--	--

2. Special appointments for procedures beyond the regular hours may also be arranged as long as the machine and the Sonologist are available on the preferred time.
3. Life threatening conditions such as pericardial effusion, cardiac trauma, acute limb ischemia, pre-surgery patients for stat operations are stat cases which requires immediate Echocardiography and Vascular Studies shall not be subjected to any surcharge fee.
4. It is not the responsibility of the Cardiovascular Technician/s to look for a Sonologist for stat cases since this requires proper endorsement between the doctor/s and the Sonologist. The Ultrasound Technician is present only to assist the Sonologist and the patient during the procedure. Preferably, the Sonologist shall inform the Department of the stat procedure for verification.
5. Emergency patients shall be given priority. In this case, the staff shall explain the situation to scheduled patients and the Sonologist who will do the procedure.
6. All schedules shall be final. However, unforeseen circumstances may cause delay and some examinations have to be done after regular operating hours. These cases shall not subjected to any surcharge fee.
7. As soon as the patient is scheduled, preparation/instruction forms shall be given and shall be read by the patient before the examination.


 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-65-P07
	Effective Date:	05-31-2022
	Document Type:	Policy
	Page Number:	3 of 5
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	ER RESPONSE TIME OF THE NON-INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

8. Patients not requiring any medical preparation prior to a procedure may be scheduled or examined on the same day.
9. Surcharge fees shall be applies to all cases during holidays as compensation for the overtime of the employees.
10. The Ultrasound Technician shall accompany the patient inside the ultrasound room before and after the examination.
11. A scheduled examination shall be forfeited if the patient or the Sonologist comes in late for more than 30 minutes. This would accommodate other scheduled examinations. The patient shall be rescheduled for the next vacant slot.

TURN AROUND TIME (TAT)

Scheduling of procedures	Time
Receiving and confirmation of request/procedure	3 minute
Confirmation with physician of the scheduled time and date	3 minutes
Patient instructions	4 minutes

Receiving of patient	Time
Completion of pre-exam paperwork	3 minute
Examination charging and billing activities	3-5 minutes


 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-65-P07
	Effective Date:	05-31-2022
	Document Type:	Policy
	Page Number:	4 of 5
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	ER RESPONSE TIME OF THE NON- INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

DOCUMENTATION:


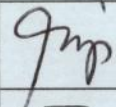

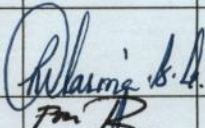


New Policy


DISSEMINATION:

1. Policies and Procedures Manual
2. Communicator Bulletin Board

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-65-P07
	Effective Date:	05-31-2022
	Document Type:	Policy
	Page Number:	5 of 5
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	ER RESPONSE TIME OF THE NON- INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LLANA LINDA D. CARDONES, RN NICIS Section Supervisor		5/30/22
Verified:	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		5/30/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		5/31/22
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		06-02-2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/3/22
Approved:	GENESIS GOLDI D. GOLINGAN President & CEO		7/1/22

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-65-P07-S01
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	ER RESPONSE TIME OF THE NON- INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

PURPOSE:

To provide a guidelines on the proper implementation of ER response time of the NICIS.

SCOPE:

Applies to all Non-Invasive Cardiovascular Imaging Sciences (NICIS) Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)


RESPONSIBLE PERSON:

Cardiovascular Technician

PROCEDURE:


For the ER Staff:

1. The ER Staff prepares the needed information and completes the request documentation.
2. The ER Staff makes a request using the NICIS Request Form (Pink Form) if the patient is not yet admitted; and via Bizbox if the patient is already admitted. The ER Staff makes a voice call to the NICIS Staff and confirms the request and time with the receiving NICIS Staff.
3. Upon arrival of the responding NICIS staff in the ER, the ER staff should give the Pink Form to the NICIS Staff, who will in turn give the Response Time Tracking Form to the ER Staff for completion.
4. The ER Staff introduces the NICIS Staff to the patient or patients on a sequential basis should there be many patients on queue.

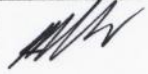
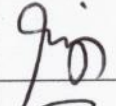




 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-65-P07-S01
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	ER RESPONSE TIME OF THE NON- INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)


For the NICIS Staff:

- 1 The NICIS Staff receives the request via phone call.
- 2 The NICIS Staff confirms with the ER Staff the procedures requested and the time the request is made.
- 3 The NICIS Staff prepares the necessary supplies, instruments and equipment for the procedure.
- 4 The NICIS Staff goes to the ER.
- 5 Upon arrival to the ER, the NICIS Staff makes known his/her presence to the ER Staff and asks for the NICIS Request Form and reconfirms the request/s for a particular patient/s.
- 6 The NICIS Staff gives out the Response Time Tracking Form to the ER Staff for completion.
- 7 Upon introduction of the NICIS Staff to the patient by the ER Staff, he/she shall introduce himself/herself to the patient and explains the procedures to the patient and does the after-care as soon as the procedure/s is/are done.
- 8 The NICIS Staff informs the client/folks of the releasing of results.
- 9 The NICIS staff informs the ER Staff that he/she is done with the procedures and goes back to his/her respective unit.


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-65-P07-S01
		Effective Date:	05-31-2022
		Document Type:	Standard Operating Procedure
		Page Number:	3 of 3
		Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
		Document Title:	ER RESPONSE TIME OF THE NON- INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

APPROVAL:

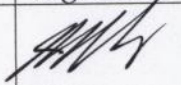
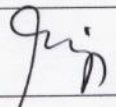




	Name/Title	Signature	Date
Prepared by:	MA. LLANA LINDA D. CARDONES, RN NICIS Section Supervisor		5/28/22
Verified:	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		5/30/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		05/31/2022
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		06.02.2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/30/22
Approved:	GENESIS GOLDI D. GOLINGAN President & CEO		7/1/22

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-65-P07-WI01
	Effective Date:	05-31-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	ER RESPONSE TIME OF THE NON- INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

KEY TASKS	PERSON RESPONSIBLE
1. Prepares the needed information and completes the request documentation.	ER Staff
2. Makes a request using the NICIS Request Form (Pink Form) if the patient is not yet admitted; and via Bizbox if the patient is already admitted.	
3. Confirms with the ER Staff the procedures requested and the time the request is made.	
4. Prepares the necessary supplies, instruments and equipment for the procedure.	
5. Gives the Pink Form to the NICIS Staff, who will in turn give the Response Time Tracking Form to the ER Staff for completion.	
6. Introduces the NICIS Staff to the patient or patients on a sequential basis should there be many patients on queue.	
7. Does the procedure.	NICIS Staff

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-65-P07-WI01
		Effective Date:	05-31-2022
		Document Type:	Work Instruction
		Page Number:	2 of 2
		Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
		Document Title:	ER RESPONSE TIME OF THE NON- INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LLANA LINDA D. CARDONES, RN NICIS Section Supervisor		5/26/22
Verified:	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		5/26/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06/30/2022
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		06-02-2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/30/22
Approved:	GENESIS GOLDI D. GOLINGAN President & CEO		7/1/22

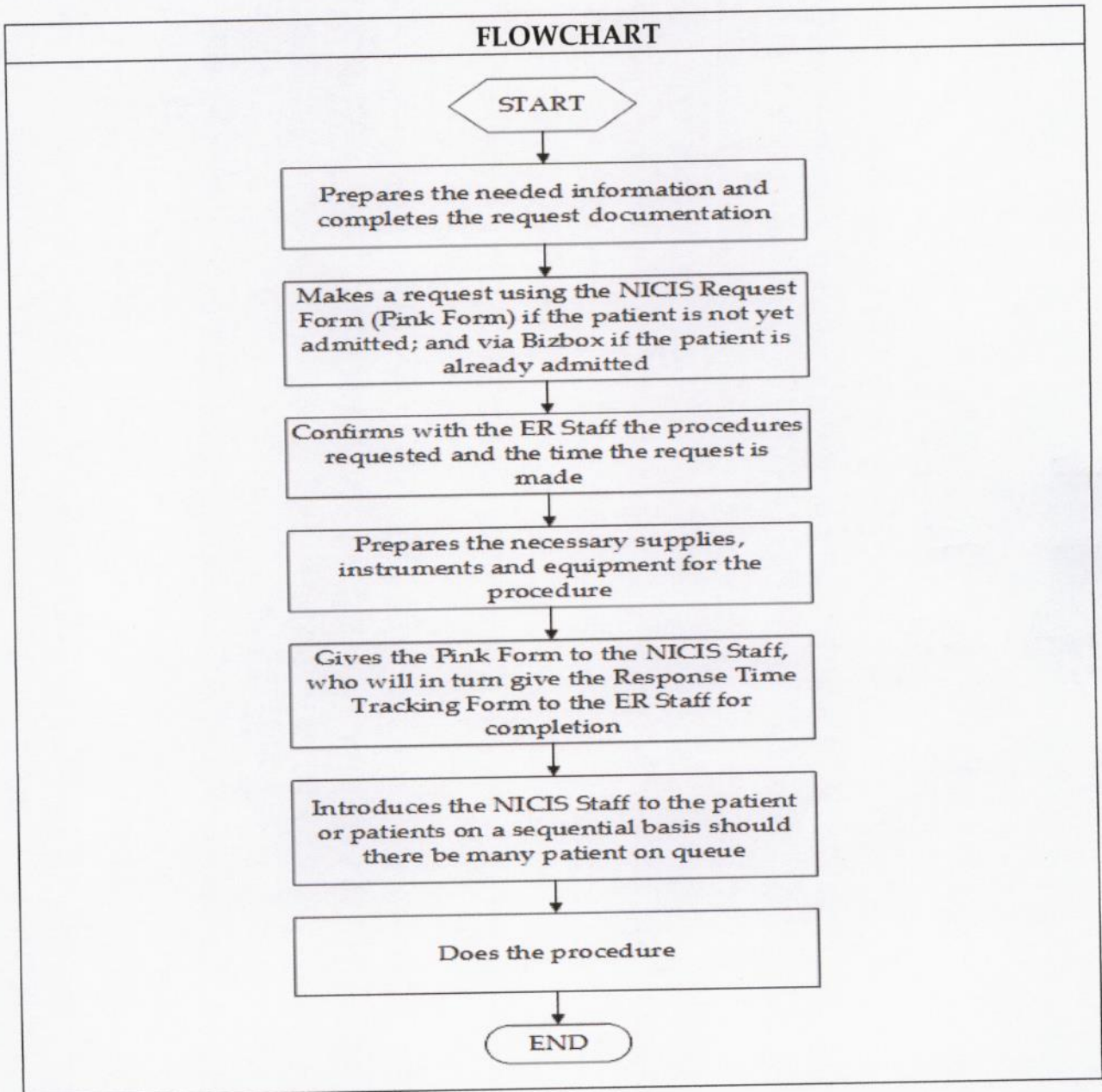



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

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

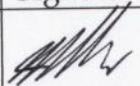
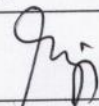




Document Code:	DPOTMH-E-65-P07-FC01
Effective Date:	05-31-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
Document Title:	ER RESPONSE TIME OF THE NON-INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)

FLOWCHART



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-65-P07-FC01
	Effective Date:	05-31-2022
	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
Document Title:	ER RESPONSE TIME OF THE NON- INVASIVE CARDIOVASCULAR IMAGING SCIENCES (NICIS)	

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA.LLANA LINDA D. CARDONES, RN NICIS Section Supervisor		
Verified:	BONIFACIO C. SEPICO, RMT Department of Imaging Sciences Manager		5/31/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06-30-2022
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		06-02-2022
	FREDERIC IVAN L. TING, MD OIC-Total Quality Division		6/30/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/1/22