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	Effective Date:	05-31-2022
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	<b>FILING OF RESULTS</b>

### **PURPOSE:**

To establish and maintain a systematic and efficient method of archiving results for all procedures.

### **LEVEL:**

Cardiologists/Sonologists, Nurses on Duty, Cardiovascular Technician


### **DEFINITION OF TERMS:**

**Filing of Results-** for the purpose of this policy, is process of organizing, sorting and safekeeping the recorded information and results of all procedures into a systematized collection or archive.

### **POLICY:**

1. All results must be properly labeled and documented before archiving/filing.
2. A patient may have several results in one envelope if he/she has previous records in the Section. The same filed envelope is utilized to avoid loss of records indicating on the label all the dates of the examination.
3. All patients who have undergone a procedure at the NICIS Section are provided with a case number. This case number must be reflected on the patient's file.
4. Only results with original signature of the Sonologists/Cardiologists are considered official and final.
5. Archived results in the NICIS Section are filed in:
  - 5.1. Central computer system(Bizbox)
  - 5.2. A labeled envelope containing the signed result, original worksheet and



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	Effective Date:	05-31-2022
	Document Type:	Policy
	Page Number:	2 of 4
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	<b>FILING OF RESULTS</b>

thermal strips(if available) and arranged alphabetically in a central archive system.

- 5.3. A central storage of recorded DVD are arranged by year and number.
6. Only the final summary of the results are released to the patients. Worksheets, drafts and films are considered property of the hospital and can be released upon request only to patients with authorization stating the purpose and reason from their Attending Physician and Sonologists.
7. All results are accomplished in 3 copies: one as patient's copy, one as Attending Physician's copy and one for archiving in the NICIS Section.
8. Final Results (patient's and physician's copy) are filed back in the archive if:
  - 8.1. Not forwarded to Attending Physician because the clinic is not within the Medical Arts building of the hospital.
  - 8.2. Result is unclaimed within a week.
9. Patients who want to request for extra copies of the official result may accomplish a request letter stating the number of copies, the purpose/reason and duly signed by his Attending Physician.
10. Results which are arranged alphabetically should utilize the patient's last name as the basis for organizing.

#### **TURN AROUND TIME (TAT)**

Completion of post procedure results and documents  
Labeling and archiving


10-20 minutes

10-15 minutes

**TOTAL:**

**Approximately 30 minutes**



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	Effective Date:	05-31-2022
	Document Type:	Policy
	Page Number:	3 of 4
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	<b>FILING OF RESULTS</b>

**DOCUMENTATION:**

New Policy

**DISSEMINATION:**

1. Policies and Procedures Manual
2. Communicator Bulletin Board



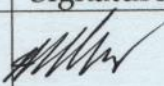
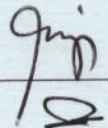

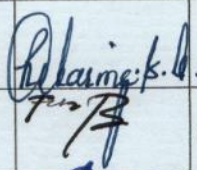





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Document Code:	DPOTMH-E-65-P05
Effective Date:	05-31-2022
Document Type:	Policy
Page Number:	4 of 4
Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
Document Title:	<b>FILING OF RESULTS</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. LLANA LINDA D. CARDONES, RN</b> NICIS Section Supervisor		5/30/22
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Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		5/31/22
Recommending Approval:	<b>ROSARIO D. ABARING, RN, MN, PhD, FPCHA</b> Ancillary Services Division Officer		06-02-2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		6/20/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President & CEO		7/1/22

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	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	<b>FILING OF RESULTS</b>

**PURPOSE:**

To provide a guidelines on the proper implementation of records filing.

**SCOPE:**

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


**RESPONSIBLE PERSON:**

Cardiovascular Technician


**PROCEDURE:**

- 1 Once the performing Cardiologist/Sonologist completes and signs the worksheet, the Cardiovascular Technician encodes the final results into the Bizbox hospital system under service II: Examination and result entries.
- 2 The Cardiovascular Technician makes sure that the data of the patient and encoded results are correct and prints out 3 copies.
- 3 The Cardiovascular Technician then submits the 3 copies to the Cardiologist/Sonologist for final correction and signature.
- 4 The final results are then sorted depending on what procedure. All results are arranged alphabetically for releasing (1 copy for the Attending Physician, 1 copy for the patient/record's section for inpatients and 1 copy for the NICIS Section filing).
- 5 The NICIS' copy of the final result is placed in an envelope/folder and labeled properly as follows:
  - 5.1 Complete Name of Patient (Surname, First name, Middle name)
  - 5.2 Age/Sex/Civil Status
  - 5.3 Case/File Number

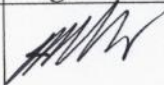
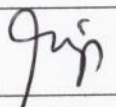

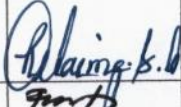





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	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	<b>FILING OF RESULTS</b>

- 5.4 Date of the examination
  - 5.5 Name of the examination
  - 5.6 Room number or write OPD for outpatients
  - 5.7 Attending Physician
  - 5.8 Performing Sonologist
  - 5.9 Other information
- 6 For patients with old records, the old envelope must be utilized for filing and the date of exams and new case numbers (if any) must also be indicated.
  - 7 All completed files are then placed on the shelves allocated for the central storage of results for easy access if needed to be retrieved. Results are arranged by year and by alphabetical order.
  - 8 DVDs that contain the real time recording of the procedures are also labeled the same with the envelopes and are also stored in the shelves allocated for DVD archive.
  - 9 Shelves for archived results are routinely cleaned and checked every month to make sure that the results are intact and the tapes still in functioning condition.

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	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. LLANA LINDA D. CARDONES, RN</b> NICIS Section Supervisor		5/30/22
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	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		6/5/22
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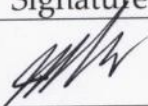
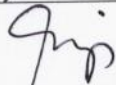

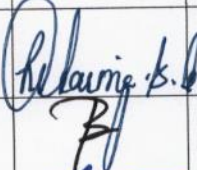


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	Effective Date:	05-31-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
	Document Title:	<b>FILING OF RESULTS</b>

KEY TASKS	PERSON RESPONSIBLE
1. Completes and signs the worksheet.	Cardiologist/Sonologist
2. Encodes the final results into the Bizbox hospital system under service II: Examination and result entries.	Cardiovascular Technician
3. Makes sure that the data of the patient and encoded results are correct and prints out 3 copies.	
4. Submits the 3 copies to the Cardiologist/Sonologist for final correction and signature.	Patient
5. Sorts final results are then sorted depending on what procedure and arranges alphabetically for releasing.	Cardiovascular Technician
6. Places all complete files on the shelves allocated for the central storage of results for easy access if needed to be retrieved.	
7. Cleans and checks every month the shelves for archived results to make sure that the results are intact and the tapes still in functioning condition.	



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	Effective Date:	05-31-2022
	Document Type:	Work Instruction
	Page Number:	2 of 2
	Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
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**APPROVAL:**

	Name/Title	Signature	Date
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	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		6/25/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President & CEO		7/1/22

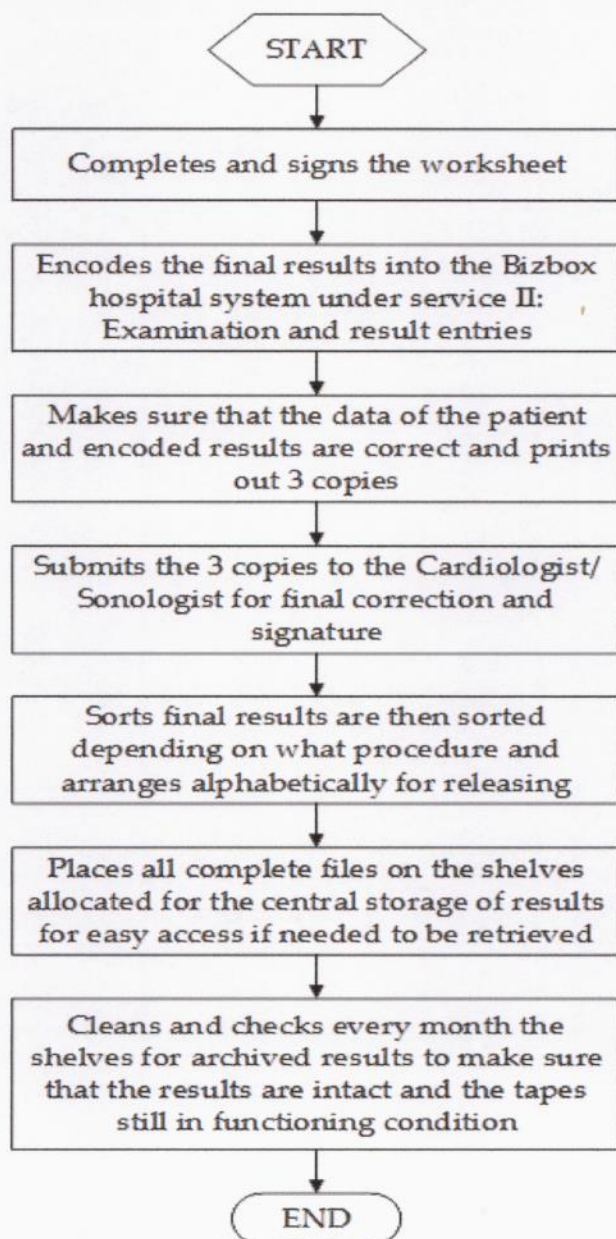


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Effective Date:	05-31-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
Document Title:	<b>FILING OF RESULTS</b>

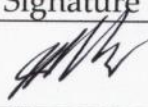
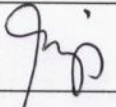




## FLOWCHART





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	Effective Date:	05-31-2022
	Document Type:	Flowchart
	Page Number:	2 of 2
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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA.LLANA LINDA D. CARDONES, RN</b> NICIS Section Supervisor		5/24/22
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Recommending Approval:	<b>ROSARIO D. ABARING, RN, MN, PhD, FPCHA</b> Ancillary Services Division Officer		6.06.02.2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC-Total Quality Division		6/30/22
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