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 (DPOTMH).

RESPONSIBLE PERSON:

Cardiovascular Technician

PROCEDURE:

OUTPATIENTS/WALK-INS:

1 Once patient receives a request:
   - 1.1 For a stress test/2Decho/Non-Invasive Vascular Study, the patient contacts the Cardiologist/Sonologist (clinic) who will perform the procedure. The examination is scheduled in the unit's schedule book.
   - 1.2 For an OB/GYNE ULTRASOUND Procedures (Pelvic Ultrasounds: Transvaginal and Transrectal, Pregnancy Evaluation, Biophysical Scoring, 3D/4D Imaging), the patient directly contacts the NICIS Section to reserve an appointment but will be accommodated on a first come-first serve basis on the day of the examination.
   - 1.3 For ECG, Bio-Z, Non-Stress Test (NST), Contraction Stress Test (CST) requests, patients can be accommodated anytime because these services are available 24-hours. No scheduling is needed.

2 The Cardiologist or the Secretary contacts the NICIS Section to reserve a schedule.

3 The Cardiovascular Technician who receives the schedule logs the time and date of the procedure on the official schedule book.

4 Once patient is scheduled, the Cardiovascular Technician or the Cardiologist/Sonologist who will perform the procedure gives instruction for

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preparation. OB/Gyne patients are reminded to bring previous ultrasound results if available to compare age of gestation.

5 A specific OB/Gyne Sonologist/Perinatologist is assigned for each day of the week until Saturdays. If a procedure with a specific OB/Gyne Sonologist/Perinatologist is requested, the Cardiovascular Technician arranges the schedule with the preferred OB/Gyne Sonologist/Perinatologist and logs the appointment schedule in the official schedule book.

6 Walk-In patients with HMO/Insurances/Company Guarantees are instructed to bring their *Letter of Authority/Letter of Guarantee* on the day of the examination.

7 On the day of the examination, patient presents request and fills out patient's data sheet and the receiving personnel encodes the data into the Bizbox Hospital System for assessment and billing.

8 The Cardiovascular Technician instructs the patient to read and sign the Informed Consent.

9 A personnel informs the Cardiologist that the patient has arrived. / Why not follow the schedule?

10 Patient prepares for the procedure with the assistance of the Cardiovascular Technician.

(INPATIENT: For Stress Test/2D Echo/Vascular Study, OB/Gyne Ultrasound (Pelvic Ultrasounds: Transvaginal and Transrectal Ultrasounds, Pregnancy Evaluation, Biophysical Scoring);

1. The Nurse at the Station receives a Doctor's order for an examination and informs the Resident-on-Duty or the Cardiologist/Sonologist who will perform the procedure to arrange a schedule in the unit.
2. For ECG and Bio-Z procedures once Physician's order is received, the floor Nurse-in-charge will inform the ECG Nurse-on-duty or the Department that an ECG test is ordered. An ECG Nurse is on duty 24-hours.
3. The Nurse encodes the request on the Bizbox Hospital System.

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4. The performing Cardiologist/Sonologist or the Secretary sets the time and date of the procedure and confirms with the Nurse-on-duty at the Station.
5. The Nurse-on-duty informs the NICIS Section to reserve the schedule for the patient.
6. The Cardiovascular Technician who receives the schedule logs the time and date of the procedure on the official schedule book.
7. The Cardiovascular Technician renders request from the Bizbox.
   Note: *All rendered requests are considered charged.*

8. Once patient is scheduled, the floor Nurse-in-charge gives instruction and lets the patient sign the Informed Consent slip.
9. Special needs for inpatients should be considered. Floor Nurse-on-duty informs the Cardiovascular Technician upon scheduling if equipments (such as oxygen tanks, respirator set ups, cardiac monitors, pulse oximeter, suction apparatus) are needed.
10. The Cardiovascular Technician calls the Station to transport the patient to the unit. The Nurse-on-duty must always wait for the call of the Cardiovascular Technician before transporting the patient to the unit.
11. Critical patients from the floor should be accompanied by a resident or intern upon transport to the unit.
12. Once patient arrives at the NICIS Section, the Cardiovascular Technician encodes the patient's data.
13. The Cardiovascular Technician informs the Cardiologist that the patient is ready for examination.

CHARITY/ SERVICE RATE PATIENTS

1 Patients who are indigents or referred from District, Provincial and Regional Hospitals under the Medical Social Services Section are entitled to a discounted service rate. Adjustment or professional fees depend on the discretion of the performing Cardiologist/Sonologist.

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2 All requirements should be completed in original copies before a schedule is provided.

3 Requirements for service rate:

- 3.1 Letter of Indigency (Outpatients and District Hospital)
- 3.2 Referral Form from the Office of the Medical Social Services Section (for Regional/Provincial Hospitals)
- 3.3 Request Form/Prescription indicating the procedure
- 3.4 Medical Abstract

4 The completed requirements are then submitted to the Office of the Medical Social Services for assessment of the service rate and approval.

5 Once patient requirements are approved for service rate, duly signed by the Medical Social Services Head and approved, it is then submitted to the NICIS Section for scheduling of procedure.

6 The Cardiovascular Technician sets the schedule with the referred Cardiologist/Sonologist and logs the time and date of the procedure on the official schedule book.

7 Once patient is scheduled, the Cardiovascular Technician or the Cardiologist/Sonologist instructs the patient the preparations for the procedure. OB/Gyne patients are reminded to bring previous ultrasound results if available to compare age of gestation.

8 Patients who are admitted at District, Provincial, Regional or other hospitals, transported and referred for diagnostic procedure should be accompanied by their own doctor or nurse bringing with them their own emergency kits.

9 On the day of the exam, patient presents request and fills out Patient's Data Sheet and is encoded into the hospital's Bizbox System for assessment and billing.

10 The Cardiovascular Technician instructs the patient to read and sign the Informed Consent.

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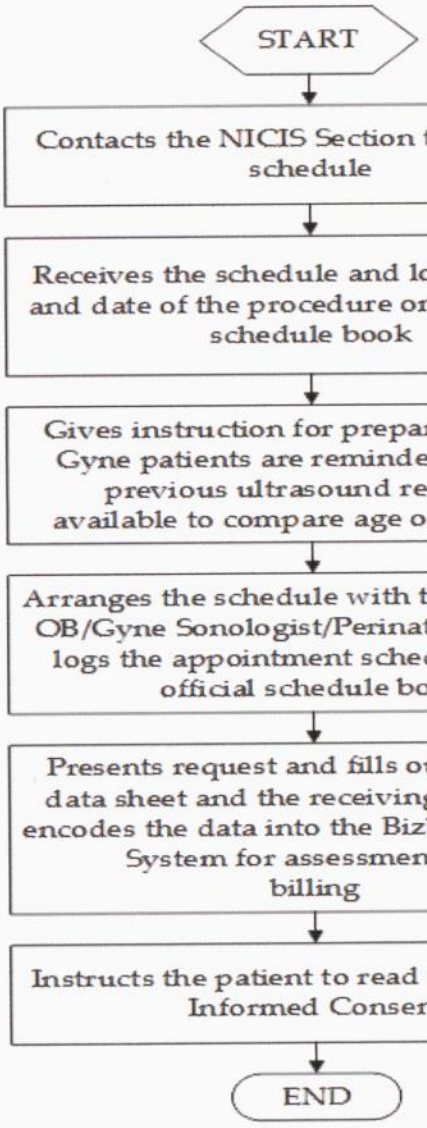
Department/Section:	Non-Invasive Cardiovascular Imaging Sciences
Document Title:	**PROTOCOL IN SCHEDULING AND RECEIVING OF PATIENTS**

FLOWCHART

OUTPATIENTS/WALK – INS



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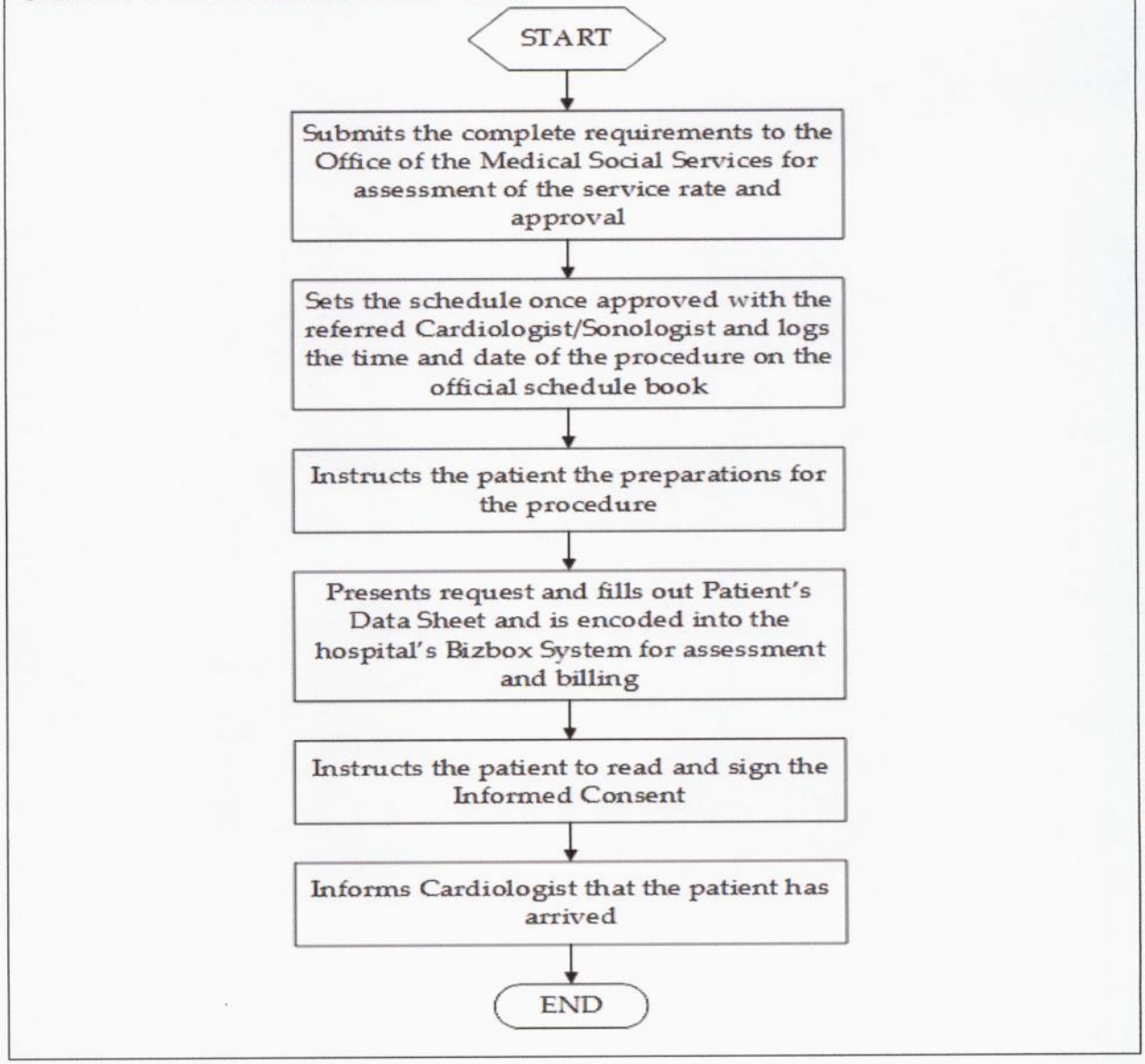
FLOWCHART

CHARITY/ SERVICE RATE PATIENTS



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KEY TASKS	PERSON RESPONSIBLE
OUTPATIENTS/WALK-INS	
1. Contacts the NICIS Section to reserve a schedule.	Cardiologist or the Secretary
2. Receives the schedule and logs the time and date of the procedure on the official schedule book.	Cardiovascular Technician
3. Gives instruction for preparation. OB/Gyne patients are reminded to bring previous ultrasound results if available to compare age of gestation.	
4. Arranges the schedule with the preferred OB/Gyne Sonologist/Perinatologist and logs the appointment schedule in the official schedule book.	
5. Presents request and fills out patient's data sheet and the receiving personnel encodes the data into the Bizbox Hospital System for assessment and billing.	
6. Instructs the patient to read and sign the Informed Consent.	
INPATIENT: For Stress Test/2D Echo/Vascular Study, OB/Gyne Ultrasound	
1. Receives a Doctor's order for an examination and informs the Resident-on-Duty or the Cardiologist/ Sonologist who will perform the procedure to arrange a schedule in the unit.	Staff-on-duty

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2. Encodes the request on the Bizbox Hospital System.	
3. Sets the time and date of the procedure and confirms with the Nurse-on-duty at the Station.	Cardiologist/Sonologist or the Secretary
4. Informs the NICIS Section to reserve the schedule for the patient.	Nurse-on-duty
5. Receives the schedule, logs the time and date of the procedure on the official schedule book.	Cardiovascular Technician
6. Renders request from the Bizbox.	
7. Gives instruction and lets the patient sign the Informed Consent slip.	Nurse-on-duty
8. Calls the Station to transport the patient to the unit.	Cardiovascular Technician
9. Informs the Cardiologist that the patient is ready for examination.	
CHARITY/ SERVICE RATE PATIENTS	
1. Submits the complete requirements to the Office of the Medical Social Services for assessment of the service rate and approval.	Patient
2. Sets the schedule once approved with the referred Cardiologist/Sonologist and logs the time and date of the procedure on the official schedule book.	Cardiovascular Technician
3. Instructs the patient the preparations for the procedure.	
4. Presents request and fills out Patient's Data Sheet and is encoded into the hospital's Bizbox System	Patient

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