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|  <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> | Document Code: | DPOTMH-E-65-P04 |
| | Effective Date: | 05-31-2022 |
| | Document Type: | Policy |
| | Page Number: | 1 of 3 |
| | Department/Section: | Non-Invasive Cardiovascular Imaging Sciences |
| | Document Title: | RELEASING OF RESULTS |

PURPOSE:

To establish and maintain an organized and orderly process of releasing results for all procedures.

LEVEL:


Cardiologists/ Sonologists, Nurses on Duty, Cardiovascular Technician

DEFINITION OF TERMS:

Releasing of Results- for the purpose of this policy, is the issuance of official documented summary of a specific diagnostic procedure.

POLICY:

1. All results must be properly charged and paid before released to the patient.
2. Only results with original signature of the Sonologists/Cardiologists are considered official and final.
3. 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 only to patients with authorization stating the purpose and reason from their Attending Physician and Sonologists.
4. All results are accomplished in 3 copies: one as patient's copy, one as Attending Physician's copy and one as in the NICIS Section.
5. 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.

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6. All released results must be properly and completely documented.
7. Official receipts should be presented in claiming results. An authorization letter duly signed by the patient is required if results are to be released to a representative.
8. Official results are accomplished and released within 24-48 hours. Results which have findings are prioritized and relayed to the physicians immediately.
9. Final Results are forwarded automatically to the Attending Physician's clinic only if:
 - 9.1 The patient requests that his results be forwarded to his Attending Physician
 - 9.2 The clinic of the Physician is within the Medical Arts Building of the hospital
10. Final Results are filed back in the archive only if:
 - 10.1 Not forwarded to Attending Physician because the clinic is not within the Medical Arts Building of the hospital.
 - 10.2 Result is unclaimed within a week.
11. Archived results are filed back to avoid loss of results. Patient may claim these results at anytime upon request.

DOCUMENTATION:


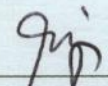
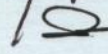
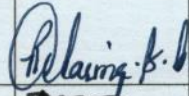
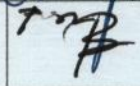
New Policy


DISSEMINATION:

1. Policies and Procedures Manual
2. Communicator Bulletin Board

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APPROVAL:

| | Name/Title | Signature | Date |
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| 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 |  | 06/02/2022 |
| 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 | | |

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| | Effective Date: | 05-31-2022 |
| | Document Type: | Standard Operating Procedure |
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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:

OUTPATIENT/WALK IN


- 1 After the procedure, the Cardiovascular Technician completes the necessary data on the patient's worksheet and submits to the Sonologist/Cardiologist for official reading *right after every procedure*.
- 2 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.
- 3 The Cardiovascular Technician makes sure that the data of the patient and encoded results are correct and prints out 3 copies.
- 4 The Cardiovascular Technician then submits the 3 copies to the Cardiologist/Sonologist for final correction and signature.
- 5 The final results are then sorted at the Centralized Releasing Area depending on what procedure. All results are arranged alphabetically.

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- 6 Patient presents official receipt upon claiming results. Cardiovascular Technician checks patient's identity and makes sure that the correct result is released.
- 7 Cardiovascular Technician releases 2 copies: one for the Attending Physician, and one for patient's copy; the third copy is archived in the NICIS Section.
- 8 The Cardiovascular Technician documents the claimed result and let the claiming person sign on the claiming logbook which includes the following data:
 - 8.1 Date of the procedure
 - 8.2 Name of the procedure
 - 8.3 Attending Physician
 - 8.4 Performing Cardiologist/Sonologist,
 - 8.5 Date released
 - 8.6 Name and signature of the claiming person.

INPATIENT


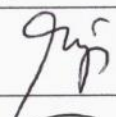

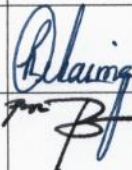
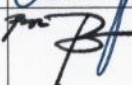
- 1 After the procedure, the Cardiovascular Technician completes the necessary data on the patient's worksheet and submitted to the Sonologist/Cardiologist for official reading.
- 2 Once the performing Cardiologist/Sonologist completes and signs the worksheet, the Cardiovascular Technician encodes the final results into the bizbox hospital system under service II: Examination and result entries.
- 3 The Cardiovascular Technician makes sure that the data of the patient and encoded results are correct and prints out 3 copies.
- 4 The Cardiovascular Technician then submits the 3 copies to the Cardiologist/Sonologist for final correction and signature.

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- 5 The final results are then printed by the Nurse-on-duty at the stations and inserted in the charts. These printed results are for chart documentation purposes only and not an official result to be released to inpatients.
- 6 The Cardiovascular Technician then releases the 2 official copies: one for the Attending Physician, and one for the Record's Section; the third copy is for archiving in the NICIS Section.
- 7 In patients who want to claim their official results should claim it at the Record's Section.
- 8 The Cardiovascular Technician documents the claimed result and let the claiming person sign on the claiming logbook which includes the following data:
 - 8.1 Date of the procedure
 - 8.2 Name of the procedure
 - 8.3 Attending Physician
 - 8.4 Performing Cardiologist/Sonologist,
 - 8.5 Date released
 - 8.6 Name and signature of the claiming person.

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APPROVAL:

| | Name/Title | Signature | Date |
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| Document Code: | DPOTMH-E-65-P04-WI01 |
| Effective Date: | 05-31-2022 |
| Document Type: | Work Instruction |
| Page Number: | 1 of 3 |
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| KEY TASKS | PERSON RESPONSIBLE |
|---|---------------------------|
| OUTPATIENT | |
| 1. Completes the necessary data on the patient’s worksheet and submits to the Sonologist/Cardiologist for official reading. | Cardiovascular Technician |
| 2. Encodes the final results into the Bizbox hospital system under service II: Examination and result entries. | Cardiologist/Sonologist |
| 3. Makes sure that the data of the patient and encoded results are correct and prints out 3 copies. | Cardiovascular Technician |
| 4. Submits the 3 copies to the Cardiologist/Sonologist for final correction and signature. | |
| 5. Sorts final results at the Centralized Releasing Area depending on what procedure. | |
| 6. Presents official receipt upon claiming results. | Patient |
| 7. Releases 2 copies: one for the Attending Physician, and one for patient’s copy; the third copy is archived in the NICIS Section. | Cardiovascular Technician |
| 8. Documents the claimed result and let the claiming person sign on the claiming logbook | |
| INPATIENT | |
| 1. Completes the necessary data on the patient’s | Patient |




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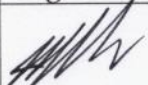
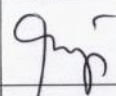
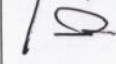
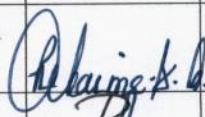

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| worksheet and submits to the Sonologist/ Cardiologist for official reading. | |
| 2. Encodes the final results into the bizbox hospital system under service II: Examination and result entries. | Cardiologist/Sonologist |
| 3. Makes sure that the data of the patient and encoded results are correct and prints out 3 copies. | Cardiovascular Technician |
| 4. Submits the 3 copies to the Cardiologist/Sonologist for final correction and signature. | |
| 5. Prints final results at the stations and inserts in the chart. These printed results are for chart documentation purposes only and not an official result to be released to inpatients. | Nurse-on-duty |
| 6. Releases the 2 official copies: one for the Attending Physician, and one for the Record's Section; the third copy is for archiving in the NICIS Section. | Cardiovascular Technician |
| 7. Documents the claimed result and let the claiming person sign on the claiming logbook | |

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| Prepared by: | MA. LLANA LINDA D. CARDONES, RN NICIS Section Supervisor |  | 5/20/22 |
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| | FREDERIC IVAN L. TING, MD OIC- Total Quality Division |  | 7/7/22 |
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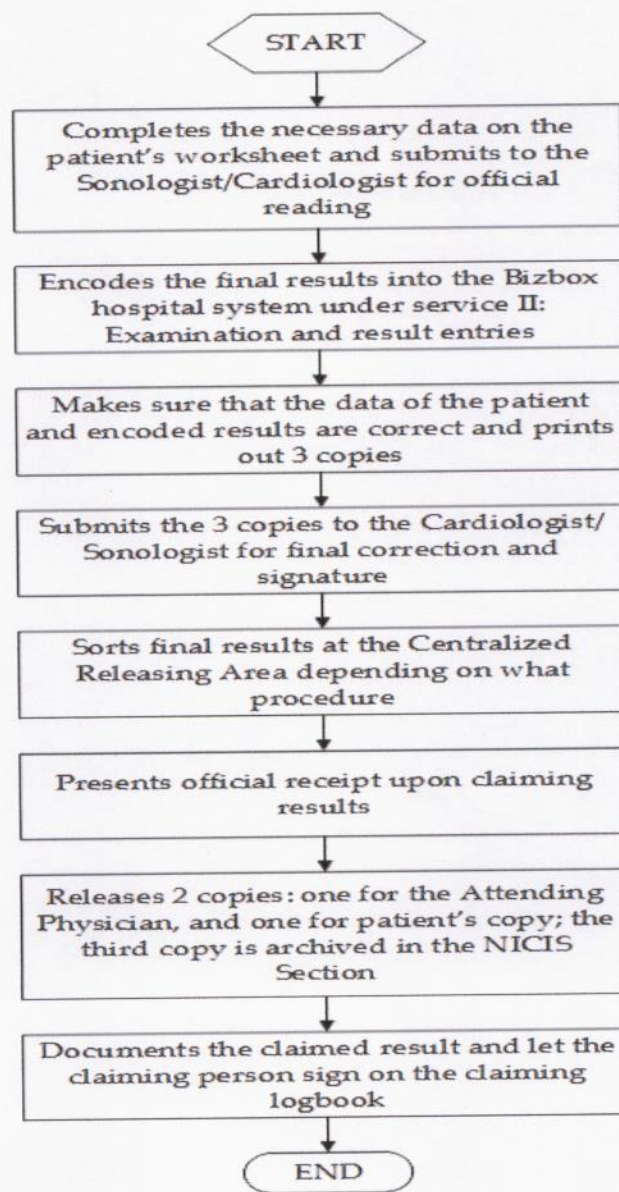
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FLOWCHART

OUTPATIENT





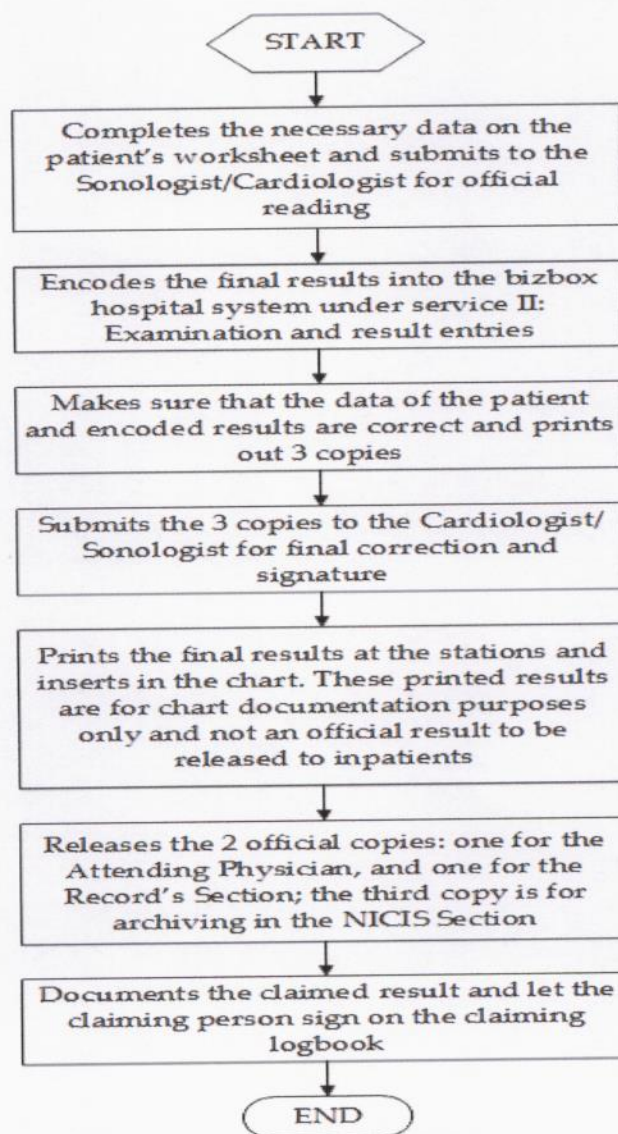
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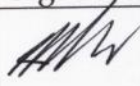
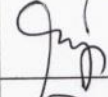
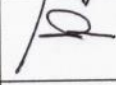


FLOWCHART

INPATIENT



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