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## PURPOSE

1. To outline a protocol for the reinforcement of the policy on confidentiality and/or anonymity of all patients admitted at Dr. Pablo O. Torre Memorial Hospital.
2. To provide a discreet manner of reminding physicians, all RMCI, RCI and ISLSC employees regarding patient confidentiality.

## LEVEL

All Physicians, RMCI, RCI and ISLSC (Innovative Skills Labor Service Cooperative), Hospital Committee on Incident Reporting

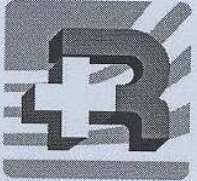
## DEFINITION of TERMS

**Confidentiality.** The privacy of information. It refers to the containing or keeping of information whose unauthorized disclosure could be prejudicial or against organizational policy and patient's rights.

## POLICY

1. Patient's anonymity shall be given utmost consideration. Patient's right to confidentiality shall be a priority of all healthcare personnel and hospital staff by taking full responsibility of their actions and words – in a prudent and tactful manner.
2. All personal and medical information of patients shall be discussed by authorized personnel only.

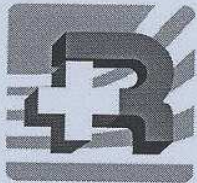


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3. Any discussion of the ongoing health condition of patients shall be done at the right time and at the right place. The following shall be considered **INAPPROPRIATE** places for discussion:

- 3.1. Hospital Corridors/Alleys/Aisles
- 3.2. Elevator
- 3.3. Canteen/Cafeteria
- 3.4. Medical Arts Building (MAB)/OPD Pharmacy/Executive Building
- 3.5. Parking Areas, Lobbies
- 3.6. RCI Campus





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
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Total Quality Officer

Approved by:

GENESIS GOLDI D. GOLINGAN  
President & CEO

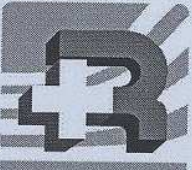


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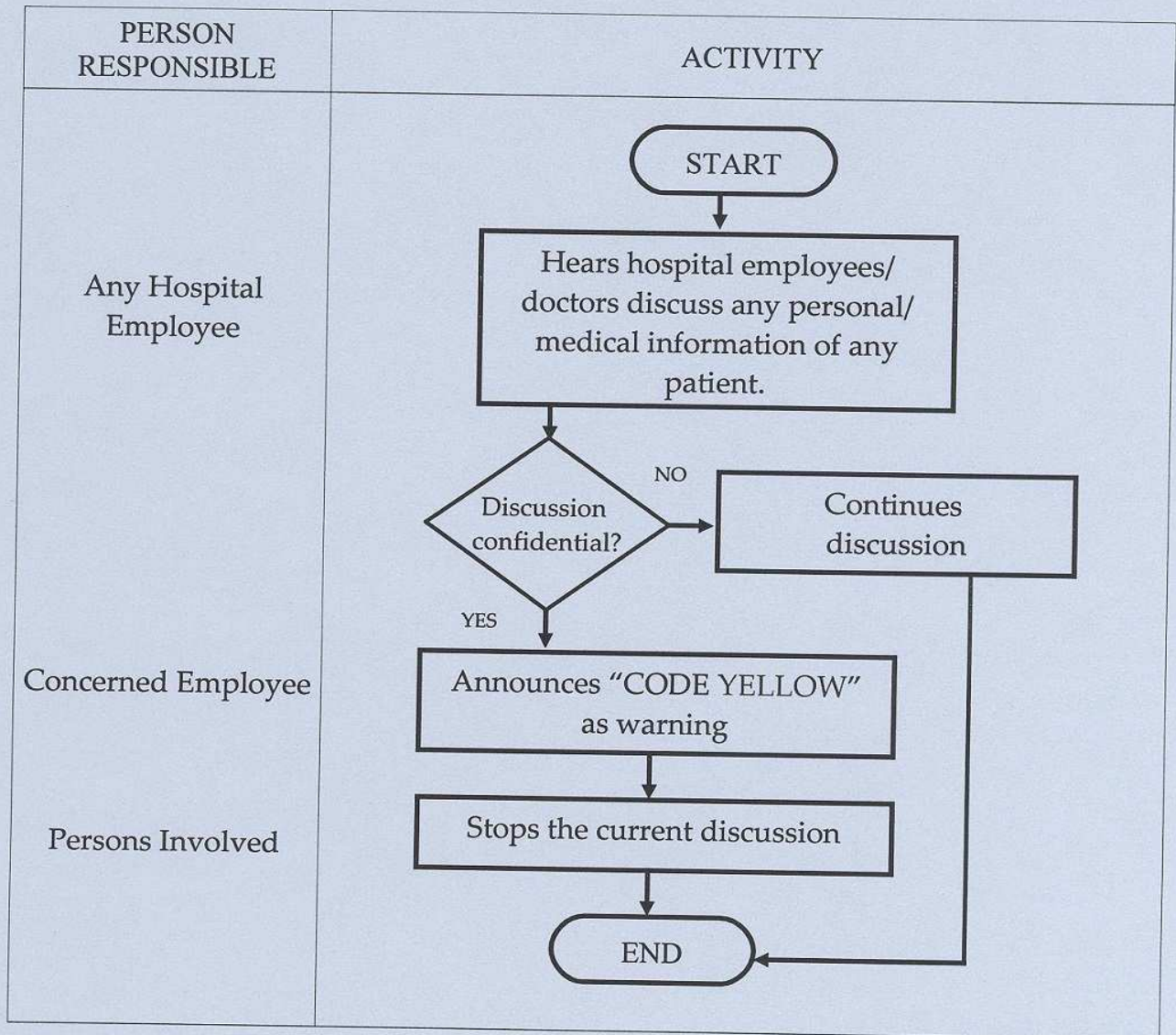
## PROCEDURE

1. For instance, hospital employees and doctors discuss any personal and medical information of any patient admitted in the hospital at places enumerated in Policy Number 3.
2. Any concerned employee that witnessed/heard the conversation about the patient may announce "CODE YELLOW!" as a warning.
3. Upon hearing the code, the persons involved immediately stop the current discussion.

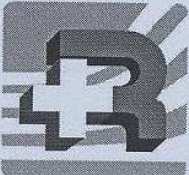


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## FLOW CHART





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## WORK INSTRUCTION

### Any Hospital Employee:

1. Upon hearing other hospital employees/doctors discussing any personal/medical information of any patient, immediately announce "CODE YELLOW".

### Concerned Employee/Doctor:

1. Upon hearing the code, immediately stop the current discussion.

## DOCUMENTATION

Incident Reports

## DISSEMINATION

Departmental Meetings

Orientations

Memorandum

Approved revised policy on code pink to code yellow

## RIGHTS and RESPONSIBILITIES

### Hospital Committee on Incident Reporting

- Approves policies supplemental to patient confidentiality.
- Recommends due sanction to any violation of the policy on patient confidentiality.