

 DR. PABLO O. TORRE MEMORIAL HOSPITAL	DCN: HW - QP - 17
	REVISION NO: 01
	DATE EFFECTIVE: 08 - 01 - 17
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	SECTION: Hospital Wide
	SUBJECT: CODE YELLOW

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

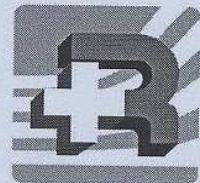
All Physicians, RMCI, RCI and ISLSC (Innovative Skills Labor Service Cooperative), Hospital Committee on Incident Reporting

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.

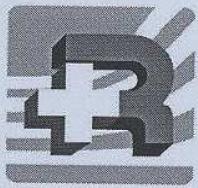


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3. Any discussion of the ongoing health condition of patients shall be done at the right time and at the right place. The following shall be considered **INAPPROPRIATE** places for discussion:
 - 3.1. Hospital Corridors/Alleys/Aisles
 - 3.2. Elevator
 - 3.3. Canteen/Cafeteria
 - 3.4. Medical Arts Building (MAB)/OPD Pharmacy/Executive Building
 - 3.5. Parking Areas, Lobbies
 - 3.6. RCI Campus



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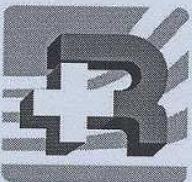
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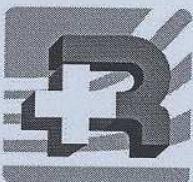
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PROCEDURE

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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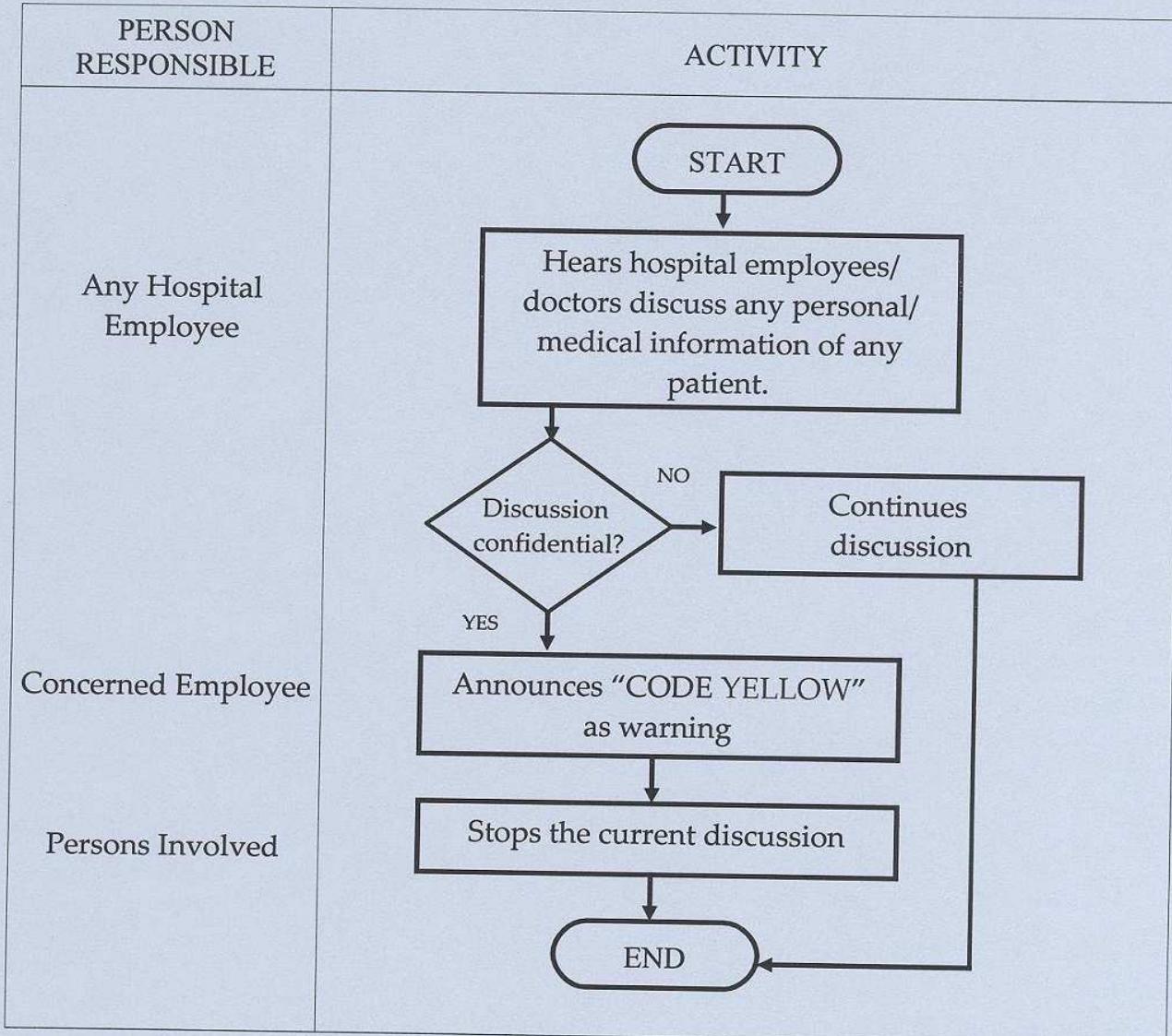
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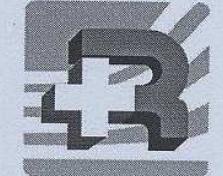
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FLOW CHART



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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.