 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Negros Occidental, Bacolod City 6100</p>	DCN: HW – QP – 18
	REVISION NO: 00
	DATE EFFECTIVE: 10 – 01 – 15
	PAGE NO: 1 OF 5
	SECTION: Hospital Wide
	SUBJECT: BACKING – UP OF FILES BY AREAS THAT RELEASE DIAGNOSTIC RESULTS

PURPOSE

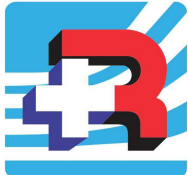
To direct the concerned areas or units to back – up their files on the results that they release for future references.

LEVEL

Total Quality Division, Laboratory, NICIS, RTS, DIS, Wellness Clinic, PMFC and Endoscopy Section.

POLICY

1. The management requires all units or areas that release patient's results to keep back – up files that are essential in the operation of the hospital.
2. With the advent of technology, these important files shall be stored and secured in case the system crashes down or is under repair. Part of being a symbol of quality and excellence is to undertake measures.
3. These files will be kept so that they can easily be picked up when needed and avoid loss of patient's data and thereby avoiding liability.
4. These back – up files shall be updated regularly to ensure data accuracy.

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GENESIS GOLDI D. GOLINGAN

President & CEO

HW – QPF – 18


Revision No: 00

Date Effective: 10 – 01 – 15

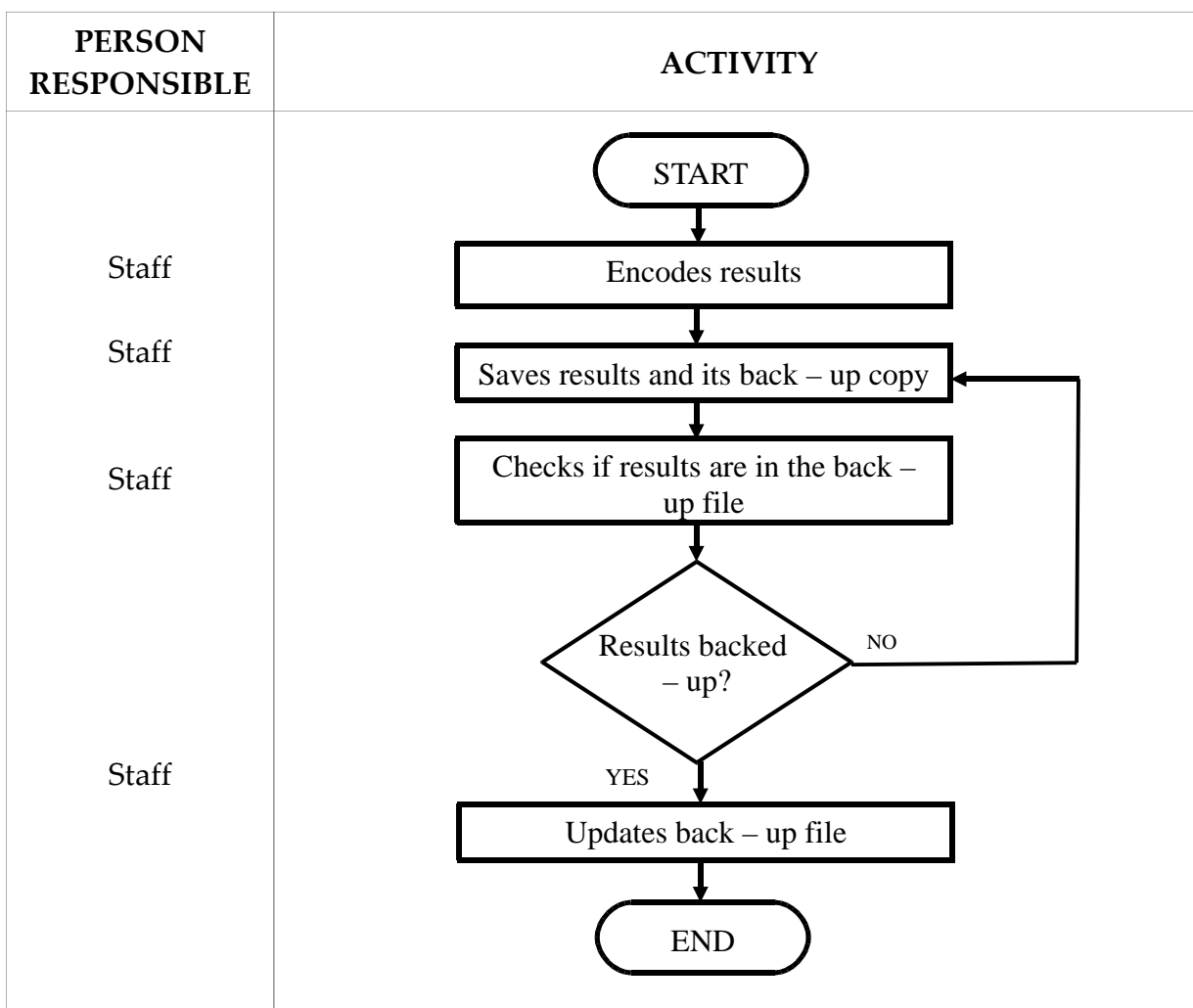
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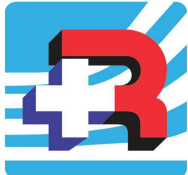
PROCEDURE

1. Upon encoding of final diagnostic results, the staff responsible for saving the file subsequently provides a back – up copy on their own computer.
2. After the result was saved, the staff double checks if the back – up copy is available.
3. The back – up files of results is regularly updated.

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FLOW CHART



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WORK INSTRUCTION

Staff:

1. Always see to it that the encoded results are accurate.
2. Make sure that the saved files are backed – up in their own computer units.
3. Double check if the back – up copy is available on the file.
4. Regularly updates back – up file of recently released results.