



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Nursing Service Division		POLICY NUMBER: DPOTMH-MPP-NSD-P011-(01)	
TITLE/DESCRIPTION: POLICY ON LABORATORY AND DIAGNOSTICS EXAMINATION			
EFFECTIVE DATE: May 6, 2025	REVISION DUE: May 5, 2028	REPLACES NUMBER: DPOTMH-I-P11	NO. OF PAGES: 1 of 16
APPLIES TO: Nursing Services Division, Laboratory, DIS, Medical Services Division		POLICY TYPE: Multi Disciplinary	

PURPOSE:

To provide guidelines for the standard performance of all Laboratory and Diagnostic Examinations.

DEFINITIONS:

Department of Imaging Sciences (DIS)- concerned with the generation, collection, duplication, analysis, modification, and visualization of diagnostic images that are requested for specific patients. Performs procedures such as X-rays, Ultrasound, MRI, and CT-Scan, etc.

Non-Invasive Cardiovascular Imaging Sciences (NICIS)- focuses on the comprehensive diagnosis of clinical conditions/disease entities through the most effective cardiovascular imaging test. Performs procedures such as ECG, 2D-Echo, Treadmill Stress Test, and Vascular Studies, etc.

Laboratory - A facility for the biological, microbiological, serologic, chemical, hematology, immunohematologic, biophysical, cytologic, pathologic, or other examination of materials derived from the human body for the purpose of providing information for diagnosing, preventing, or treating disease or impairment of, or assessment of human.

RESPONSIBILITY:

Nursing Service Division staff, Medical Technologist, Radiologic Technologist and Medical Doctors

POLICY:

1. All examinations performed on the patient shall be ordered by the attending physician in the patient's chart.
2. All staff in charge shall follow a standard basic protocol in the laboratory and diagnostic procedures that are related to the nursing practice that is embodied in the hospital policy/guidelines.
3. The standard protocol is meant to ensure that laboratory and diagnostic examinations are done on the right patient in an appropriate and timely manner, regardless of the time of day or day of the week.
4. Prior to the performance of the procedure, the person in charge shall do the following:
 - 4.1 All requests for laboratory and diagnostic procedures are verified with the physician's order.
 - 4.2 The patient is properly identified using two patient identifiers.
 - 4.3 The physician and paramedical staff of the diagnostic unit perform a focused



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- 4.4 patient assessment related to the procedure and learning abilities (for patient education, if necessary).
If there is any contraindication to the performance of the procedure, the physician who will perform the laboratory and diagnostic tests may collaborate with the patient's attending physician and discuss the patient's case.

5. Procedures are adequately explained to the patient verbally or with the use of instructional aids.
6. For all procedures that concern patient safety or involve some risk, informed consent is obtained from the patient or guardian in accordance with the policy on informed consent.
7. A registered nurse shall transcribe and carry out the doctor's orders.
8. The policy requiring the use of two patient identifiers shall be followed.
9. Prior to the procedure, a thorough assessment and history taking shall be performed as additional precautionary measures.
10. STAT requests must be prioritized and processed immediately, while routine requests shall be performed according to the daily schedule and laboratory or diagnostics unit availability.
11. Diabetic and elderly patients shall be given priority for laboratory and diagnostic examinations





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PROCEDURE (SOP):

REQUESTING LABORATORY EXAMINATIONS (STOOL, URINE, SPUTUM)

Guidelines:

- All examinations performed to the patient shall be ordered by the Attending Physician or Resident-on-duty in the patient's charts.
- Registered Nurse shall transcribe and carry out doctor's orders.
- Policy in using two (2) patient identifiers shall be followed.
- Proper handling and transport of specimen shall be observed.

Procedures:

1. Nurse-on-duty/Nursing Attendants/Ward Clerk checks the Doctor's order and identifies the patient's chart correctly.
2. Nurse-on-duty/Nursing Attendants/Ward Clerk fills out the data in the laboratory request form and attach directly on the specimen container/bottle.
3. Nurse-on-duty/Nursing Attendants/Ward Clerk places the specimen collected in the specimen box.
4. Nurse on duty/ Nursing Attendants/Ward Clerk encodes the ordered laboratory exam in the Hospital Information System (HIS).
 - 4.1 The specific details of the requested exam and special considerations will be encoded in the remarks portion.
 - 4.2 The name of the requesting physician should be specified in the request.
5. Nurse on duty/ Nursing Attendants/Ward Clerk brings the specimen collected to the laboratory.
6. Nurse on duty/ Nursing Attendants/Ward Clerk logs the data on the log book provided in the area.
7. Nurse on duty waits for the result to be encoded in the Hospital Information System (HIS).
8. Nurse on duty prints and relay the results once available.



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REQUESTING DIAGNOSTIC EXAM (DIS & NICIS)

Guidelines:

- All diagnostic examinations to be performed on the patient shall be ordered by the Attending Physician or Resident-on-duty in the patient's chart.
- Registered Nurse shall transcribe and carry out doctor's orders.
- The policy in using 2 patient identifiers shall be followed.
- Thorough assessment and history taking shall be done prior to the procedure for additional precautionary measures.

Procedure:

1. The Nurse on duty/Nursing Attendants/Ward Clerk checks the doctor's order and identifies the patient's chart correctly.
2. Nurse on duty/Nursing Attendant or Ward Clerk informs the NICIS or DIS Department of the diagnostic exam ordered.
3. Nurse on duty/Nursing Attendant or Ward Clerk informs encodes the ordered diagnostic exam in the Hospital Information System.
 - 3.1. The specific details of the requested exam and special considerations will be encoded in the remarks portion.
 - 3.2. The name of the requesting physician should be specified in the request.
4. Nurse on duty/Nursing Attendant or Ward Clerk waits for the request to be rendered by the NICIS or DIS Department.
5. The Nurse on duty sends the patient to DIS or NICIS for the ordered exam to be performed.
 - 5.1. For portable procedures, the nurse on duty calls the concerned ancillary department and wait for their personnel to perform the procedure.
6. Nurse on duty waits for the result to be encoded in the Hospital Information System (HIS).
7. Nurse on duty prints and relays the result once available.





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SPECIMEN COLLECTION

Guidelines

- All specimen to be collected shall be ordered in the chart by the Medical Doctor.
- Proper collection and handling of specimen shall be referred to laboratory staff.
- All specimens taken from the patient shall be delivered by the attendant, or any available nursing staff on duty to the Laboratory Department as soon as possible after collection.
- All specimen shall be checked and labeled properly in accordance with the Laboratory Policy for specimen labeling and the appropriate requisition form shall be completed.
- All specimens collected shall be considered bio hazards and shall be handled in accordance with RMCI Infection Control Policies and Procedures.
- All specimen containers shall come from Central Supply and Laboratory Department. They must be clean and free from contamination.
- All staff shall perform hand hygiene at all times during the process and submission of specimen.

Procedures:

1. Nurse-on-duty/Nursing Attendant/Clerk verifies Doctor's order and identify patient's chart correctly.
2. Nurse-on-duty/Nursing Attendant instructs, explains and provides container to patient / watcher for collection of specimen.
3. Nursing Staff collects and checks specimen against the doctor's order and patient's data for accuracy.
4. Nurse-on-duty/Nurse Attendant/Clerk labels the specimen:
 - 4.1 Patient's name
 - 4.2 Room number
 - 4.3 Attending physician
 - 4.4 Type of specimen
 - 4.5 Date and Time of collection
5. Nurse-on-duty/Nursing Attendant/Clerk performs hand hygiene after collecting the specimen.
6. Nurse-on-duty encodes requested examinations to the Laboratory Department.
7. Nurse-on-duty/Nursing Attendant delivers immediately the collected specimen(s).
8. Nursing Staff/ Attendant performs hand hygiene after delivering the specimen.
9. Nurse-on-duty/Nurse Attendant/Clerk signs laboratory logbook upon submission of specimen(s).



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CRITICAL TEST RESULTS DOCUMENTATION

Guidelines:

- Verbal or telephone critical test results require a “**read back**” verification process and shall be repeated back to the caller with documentation. All diagnostic tests including laboratory tests and other diagnostic tests to include any tests/results which require and urgent response must be read back by the person receiving the results.
- All critical results (lab, cardiology, radiology) shall be communicated to the responsible provider with the expected outcome of having clinical action utilizing the Critical Test Results Documentation Form and shall also serve as documentation that the read back occurred.
- Every patient treated in DPOTMH hospital who receives diagnostic tests shall have the results of those tests communicated to the responsible provider in a timely and reliable fashion. The timing of the communication of any test results shall appropriately reflect the clinical urgency of the results.
- DPOTMH Quality Assurance continues improving the reliability of the organization ability to communicate critical test results that requires addressing core issues of information transfer, teamwork and communication among physicians, nursing and representatives of Diagnostic Test Centers (lab, cardiology, radiology).

Procedures:

1. Nurse-on-duty receives a critical test result and reads back to the caller to ensure accuracy.
2. The Read Back document is placed in the patient’s medical record. The document shall include the test, date, patient’s name, and hospital number.
3. Nurse-on-duty records the date and time, the critical test result, and informant’s name and department.
4. Nurse-on-duty signs the read back verification.
5. Nurse-on-duty notifies a physician of the critical test result immediately.
6. Nurse-on-duty documents any actions taken and/follow-up decisions made by the physician and signs on the signature line.





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WORK INSTRUCTION:

REQUESTING LABORATORY EXAMINATIONS (STOOL, URINE, SPUTUM)

KEY TASKS	PERSON RESPONSIBLE
1. Checks the doctor's order and identifies the patient's chart correctly.	Staff Nurse
2. Encodes the ordered laboratory exam in the computer.	
3. Collects, sends and logs the specimen at the laboratory Department	
4. Waits for the result to be encoded in the Hospital Information System (HIS).	
5. Prints and relay the results once available.	
6. Checks the doctor's order and identifies the patient's chart correctly.	Nursing Attendants/Clerk
7. Encodes the ordered laboratory exam in the computer.	
8. Collects, sends and logs the specimen at the laboratory Department	
9. Orders the examination needed	Medical Doctors





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REQUESTING DIAGNOSTIC EXAM (DIS & NICIS)

KEY TASKS	PERSON RESPONSIBLE
1. Checks the doctor's order and identifies the patient's chart correctly.	Nurse on duty/Nursing Attendants/ Ward Clerk
2. Informs the NICIS or DIS Department of the diagnostic exam ordered.	
3. Encodes the ordered diagnostic exam in the computer.	
4. Waits for the request to be rendered by the NICIS or DIS Department.	
5. Sends the patient to DIS or NICIS for the ordered exam to be performed.	
6. Waits for the result to be encoded in the Hospital Information System (HIS).	Nurse on Duty
7. Prints and relays the result once available.	





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SPECIMEN COLLECTION

KEY TASKS	PERSON RESPONSIBLE
1. Verifies doctor's order.	Staff Nurse
2. Informs, instructs and provides container to patient/significant other for specimen collection on how to collect the specimen ordered.	
3. Encodes request and delivers specimen to the laboratory department.	
4. Verifies doctor's order.	Nursing Attendant/Clerk
5. Informs, instructs and provides container to patient/significant other for specimen collection on how to collect the specimen ordered.	
6. Encodes request and delivers specimen to the laboratory department.	
7. Orders the request for specimen collection.	Medical Doctors





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CRITICAL TEST RESULTS DOCUMENTATION

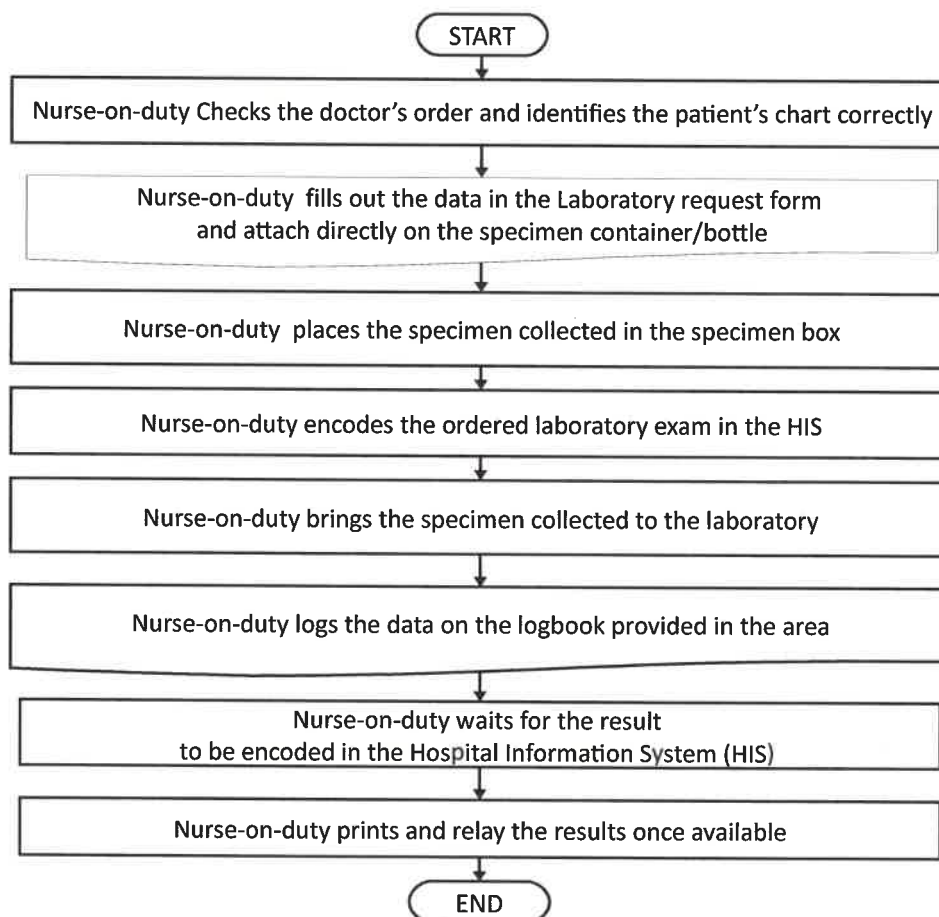
KEY TASKS	PERSON RESPONSIBLE
1. Receives a critical test result and reads back to the caller to ensure accuracy.	Nurse-on-Duty
2. Places the Read Back document in the patient's medical record.	
3. Records the date and time, the critical test result, and informant's name and department.	
4. Signs the read back verification.	
5. Notifies a physician of the critical test result immediately.	
6. Documents any actions taken and/follow-up decisions made by the physician and signs on the signature line.	

MASTER COPY

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WORK FLOW:

REQUESTING LABORATORY EXAMINATIONS (STOOL, URINE, SPUTUM)





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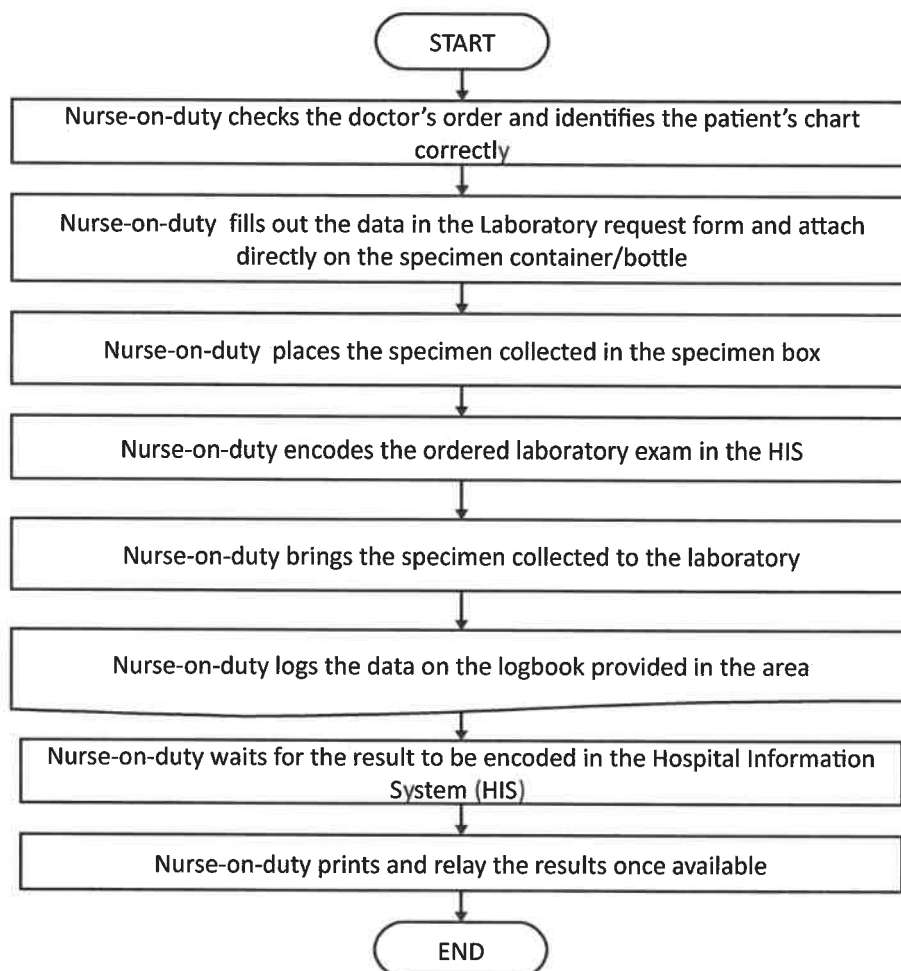
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REQUESTING DIAGNOSTIC EXAM (DIS & NICIS)





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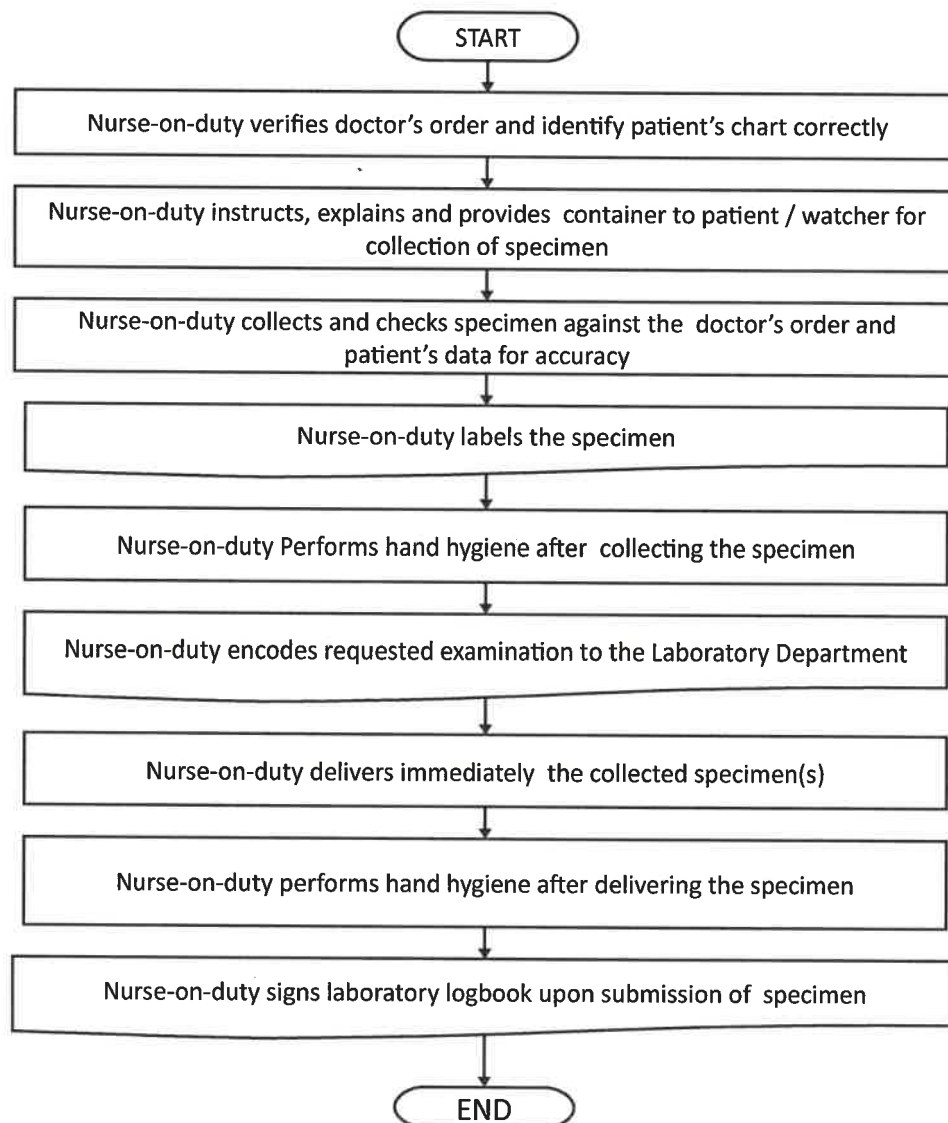
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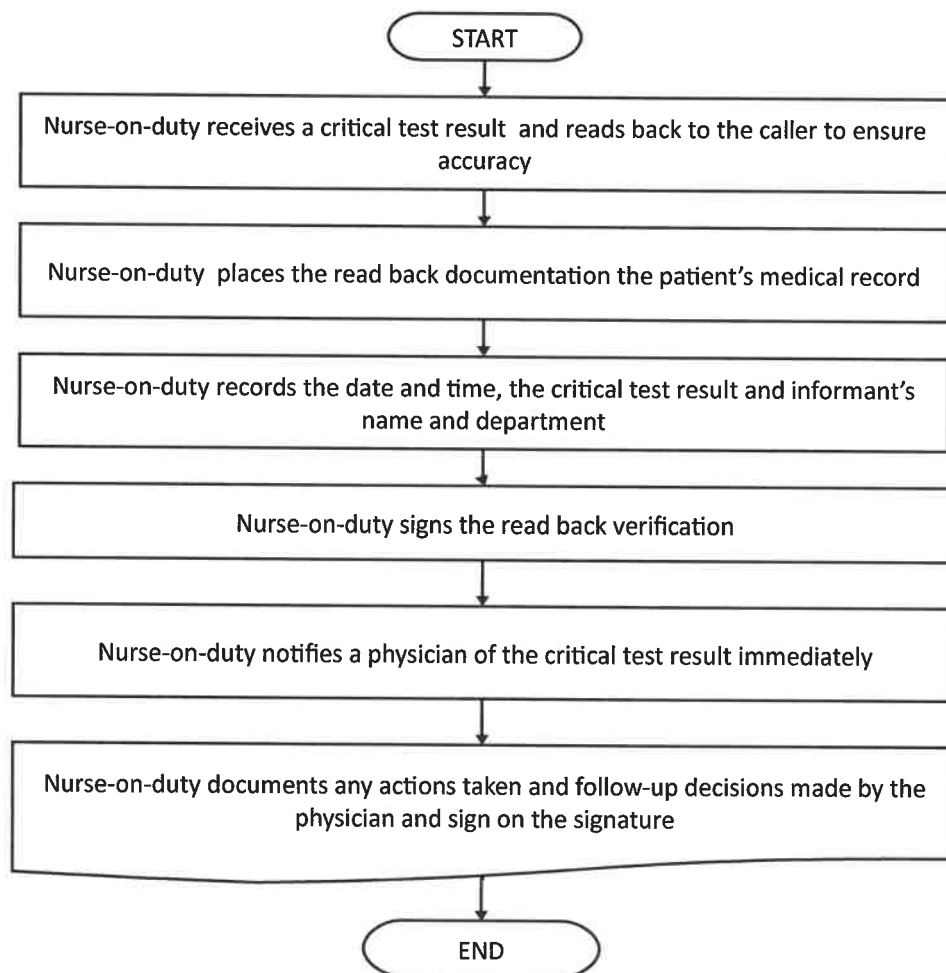
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SPECIMEN COLLECTION



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CRITICAL TEST RESULTS DOCUMENTATION





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FORMS:

1. NSD-F043-Critical Test Results Documentation Form

EQUIPMENT: N/A

REFERENCES:

1. Laboratory definition of laboratory by Medical dictionary (thefreedictionary.com)
2. QS5_Diagnostic Imaging-2015-EN (1).pdf





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APPROVAL:				
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