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|  <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> | Document Code: | DPOTMH-ANC-DIS-P029 |
| | Revision Number: | 0 |
| | Effective Date: | 07-15-2020 |
| | Document Type: | Policy |
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| | Department/Section: | Department of Imaging Sciences |
| | Document Title: | X-RAY PROCEDURE FOR SEVERE ACUTE RESPIRATORY ILLNESS (SARI) UNIT GUIDELINES |

PURPOSE:


This is to accommodate all patients from the Severe Acute Respiratory Illness (SARI)

LEVEL:

Radiologic Technologist (RadTech)

POLICY:

- All respiratory patients coming from the MAB, Respiratory Center and RMCI Triage shall be accommodated at the OPX-ray.
- All clean cases requiring x-rays shall be accommodated at the main DIS.
- All Severe Acute Respiratory Illness (SARI) and Covid floor patients shall be serviced by the portable x-ray.
- Proper Personal Protective Equipment (PPE) shall be strictly observed during each procedure. The PPE used for patient shall be properly charged to the patient's billing.
- The patient or his/her authorized watcher accompanying the patient shall truthfully complete the Triaging Process in the entrance points or the on-site triage using the Ancillary Screening Form.
- Doctor's Prescription shall be presented for proper assessment.
- The Assessment and Payment processes shall be duly complied by the patient or his/her authorized prior to the procedure.

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- OPD X-ray operating hours is 8am to 4pm only.
- The patient and watcher **MUST** wear surgical/cloth masks in availing the X-ray procedure.
- The Result TAT shall observe the standard releasing of results of the hospital.




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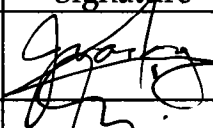

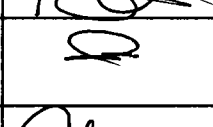

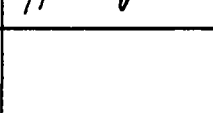

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APPROVAL:

| | Name/Title | Signature | Date |
|---------------------------|---|-----------|------------|
| Prepared by: | PARKE KIMBERT S. JUANGA, RRT DIS Supervisor | | 7-30-20 |
| Verified: | BONIFACIO SEPICO, RMT DIS Manager | | 7/30/2020 |
| Reviewed: | BERNIE B. SIASON Internal Quality Analyst Non-Patient Care | | 7/30/2020 |
| | DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor | | 7/30/2020 |
| Recommending Approval: | ROSARIO D. ABARING, RN, MAN, PhD Ancillary Officer | | 08.03.2020 |
| | HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer | | 8/7/2020 |
| Final approved: | GENESIS GOLDI D. GOLINGAN President and CEO | | 09-15-2020 |

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PROCEDURE:

The following are requisites to be complied:

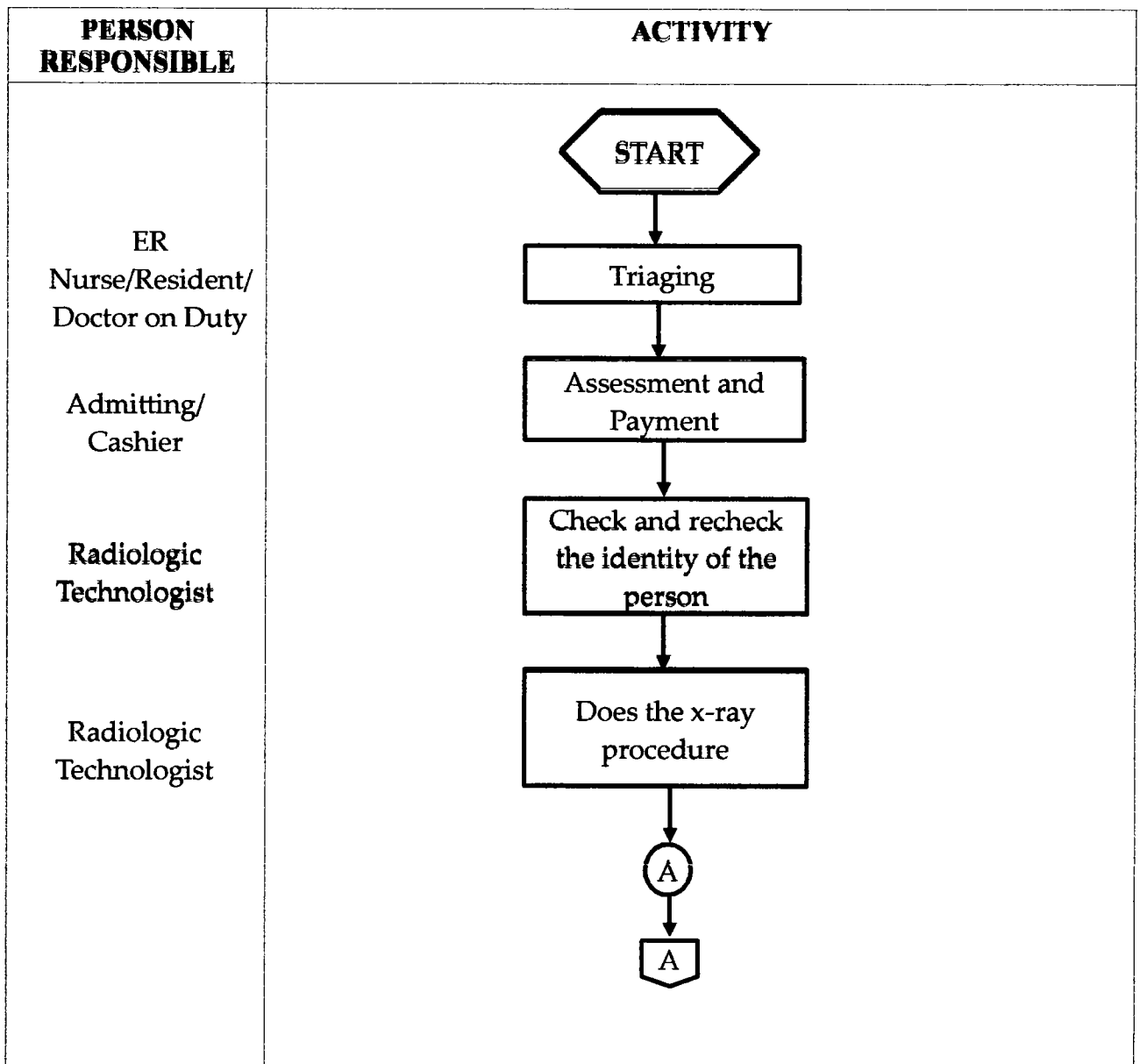
1. **Triaging.** The patient must comply with the Triaging process and answer truthfully and sign the Screening Form. Triaging are done through:
 - a) **Triaging at the ER.** The patient/watcher must undergo the triaging process at the ER.
 - b) **On-site Triaging.** Ancillary Screening Form must be signed by the patient/watcher.
2. **Assessment and Payment.** The ER Nurse-on-Duty must encode X-ray request which is then rendered by the Radiologic Technologist in the DIS. Radiologic Technologist should ensure that the patient's details and contact numbers are correct and updated by asking the patient for confirmation.
3. The appropriate PPE which shall be directly used to the patient must be properly included in the assessment and payment.
4. After the Triaging, assessment, rendering and payment are complied, the Radiologic Technologist who is in a complete PPE, shall proceed to the patient for the X-ray procedure. The Radtech should check and recheck the identity of the patient.
5. The Nurse-on-Duty is properly notified by the Radiologic Technologist of the Result's Turn-Around-Time(TAT).
6. Radiologic Technologist returns to the DIS to develop images and send to Syngo-Plaza.

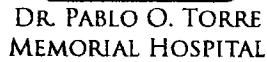
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7. Observe proper doffing of PPE
8. Observe proper disinfection of the equipment and accessories.
9. Strictly observe Hand washing before and after procedures.

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FLOWCHART





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Radiologic Technologist