



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-IPP-DIS-P004-(01)	
TITLE/DESCRIPTION: PATIENT PRIVACY DURING IMAGING PROCEDURES			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: DPOTMH-E-63-P04	NO. OF PAGES: 1 of 5
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Internal	

PURPOSE:

To ensure the privacy of patients during imaging procedures.

DEFINITIONS:

Confidentiality - the ethical principle or legal right that a physician or other health professional will hold secret all information relating to a patient, unless the patient gives consent permitting disclosure —

RESPONSIBILITY:

DIS Personnel

POLICY:

1. The Department of Imaging and Sciences Personnel shall adhere to the Policy and Procedure on Patients Rights and Responsibilities, stating:
 - 1.1 Patient shall be interviewed, examined and treated in surroundings designed to give reasonable privacy.
 - 1.2 Patient is entitled to have medical records read only by individuals involved in patient care or by individuals who are monitoring the quality of care or involved in medical research and education as authorized by law or the hospital. All information and records regarding patient care will be kept confidential.
 - 1.3 Patient can obtain a copy of the medical report in accordance to the hospital's policy.
 - 1.4 The Radiologic Technologist shall assess the situation; exercise care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
 - 1.5 The Radiologist shall act as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
 - 1.6 The Radiologic Technologist shall practice the ethical conduct appropriate to the profession and protects the patient's right to quality Radiologic Technology Care.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

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- 1.7 The Radiologic Technologist shall respect confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.





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GUIDELINES

1. Dressing booths or screens, bathrooms, or other measures are to be routinely utilized to provide patient's privacy while dressing or undressing as preparation for imaging procedures requiring the removal of articles of clothing which may interfere with the imaging procedure.
2. When situations arise requiring Department of Imaging Sciences Personnel to assist incapacitated patients in removing articles of clothing, the patient's privacy remains a priority and thoughtful consideration must be given to methods to be utilized to accomplish protection of the patient's privacy.
3. Once a patient has entered a radiographic procedure room, the number of personnel entering and exiting the room is to be kept to an absolute minimum.
4. The patient's body remains covered by the use of appropriate clothing, sheets, drapes, etc. throughout the process of completing the imaging procedure; with the exception of those instances when covering of certain body parts prevents the examination from being accomplished.
5. Department of Imaging Sciences Personnel are not allowed to enter or exit procedure rooms unless they are needed to assist with the procedure.
6. To ensure the patient's privacy and limit entrances/exits during imaging procedures these general guidelines or procedure shall be followed:
 - 6.1 Knock before entering a closed procedure room;
 - 6.2 Do not enter the procedure room until acknowledgment and/or approval to enter has been given by the Radiologic Technologist and/or Radiologist- in-charge of the procedure;
 - 6.3 Keep your assigned work area properly stocked with supplies. Supplies should be obtained from storage areas not from another procedure room;
 - 6.4 Do not enter procedure rooms for unnecessary or frivolous reasons;
 - 6.5 Remain in your assigned duty area unless you have been requested to assist in another area.





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PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	JOEY BRYAN G. JULOM Department of Imaging Sciences Supervisor		3/4/25	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		3/4/25	
Approved by:	CHERYL O. TRINIDAD Department of Imaging Sciences Manager		3/4/25	
	ROSARIO D. ABARING Ancillary Division Head		03-18-25	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		03-18-25	
	MA. ANTONIA S. GENSOLI, MD VP-Chief Medical Officer		3.20.25	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		03/24/25	

