



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-IPP-DIS-P009-(01)	
TITLE/DESCRIPTION: OPERATION OF OUT-PATIENT X-RAY FACILITY AT THE MAB			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: DPOTMH-E-63-P09	NO. OF PAGES: 1 of 4
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Internal	

PURPOSE:

1. Consistent with the thrust of Dr. Pablo O. Torre Memorial Hospital to deliver a broad range of quality health care services and continuously improve the same, this policy and guidelines are set to:
 - 1.1 Guide the health care professionals in providing x-ray services among outpatients in the most expeditious, reliable and safe way.
 - 1.2 Decongest the main Department of Imaging Sciences thereby decreasing waiting time and delays in the delivery of x-ray services.

DEFINITIONS:

Medical Art Building (MAB) - an establishment that provides a wide range of outpatient healthcare options and is frequently situated next to or next to a hospital. It houses a variety of medical offices, clinics, and specialized services.

RESPONSIBILITY:

DIS Personnel and Radiologist assigned at MAB X – Ray

POLICY:

1. MAB X - Ray Facility shall be available Monday through Saturday from 8:00 A.M. to 6:00 P.M.
2. After 6:00 P.M., all x-ray clients shall be referred to the Main DIS Complex.
3. MAB X-Ray Facility shall offer the following chest x-ray services: Chest Apicolordotic, Chest Lateral, Chest PA & Apicolordotic, Chest PA & Lateral, Chest PA or AP.
4. It shall cater to the **ambulatory outpatients** who have chest x-ray requests from their referring physician.
5. A First-Come - First-Served Policy shall be observed in the area except for Senior Citizens who shall be given priority.
6. All on-bed patients and children below 5 years old shall be referred to the Main DIS Complex for their procedures.
7. A Chest x-ray request involving other parts or special procedures shall also be referred to the Main DIS Complex.





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8. MAB X-Ray is a filmless facility; therefore no films are given to the client. Should there be a need, a request for a film shall be made during assessment and an additional amount shall be charged to the patient.
9. All charged clients shall prepare ahead of time their updated LOA prior to the availment of the MAB X-ray services.
10. It shall observe the following cut-off time for purposes of releasing the results:

Cut – Off Time	Examination	Releasing of Result
Morning	8: 00 A.M. - 12:00 NN	3:00 P.M. (same day)
Afternoon	1:00 - 5: 00 P.M.	11:00 A.M. (following day)
Saturday	12:00 - 5:00 P.M.	11:00 A.M. (Monday)





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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		03-18-2025	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		03-18-25	
	MA. ANTONIA S. GENSOLI, MD VP-Chief Medical Officer		3-21-25	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		03/24/25	

