



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-MPP-DIS-P015-(01)	
TITLE/DESCRIPTION: RETENTION, DELETION AND DISPOSAL OF IMAGING REPORTS			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 3
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Multi Disciplinary	

PURPOSE:

To establish a documented procedure to ensure that all appropriate security measures are being observed in the retention and proper disposal of Imaging Reports in accordance with the Policy in Disposition Schedule of the Department of Health.

DEFINITIONS: N/A

RESPONSIBILITY:

Medical Records Personnel, DIS Staff

POLICY:

1. All Imaging reports of admitted patients shall accessible to the Medical Records Department.
Types of reports:
 - X-ray reports
 - CT scan reports
 - MRI reports
 - Ultrasound reports
 - Mammogram reports
2. The imaging reports of all the admitted patients shall be included in the medical records to be retained for a prescribed period of time. Refer to policy **DPOTMH-C-26-P01 – Health Information Management Policy**.
3. The automated or computerized/digitized reports shall be preserved for a minimum of 15 years.
4. All reports involved in the classified charts shall be exempted from the general retention policy and shall not be destroyed until the case is fully resolved and upon the advice of a lawyer.
5. The file copies of the reports of the last 3 recent months shall be retained in the DIS Office for sorting after which they will be transferred or endorsed to the Medical Records Section.
6. Radiologic Images shall be stored in the Picture Archiving and Communication System of the Hospital.
7. Digitized reports and scanned images shall be accessible to the patient through their registered portal.

COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-MPP-DIS-P015-(01)	
TITLE/DESCRIPTION: RETENTION, DELETION AND DISPOSAL OF IMAGING REPORTS			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 2 of 3
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Multi Disciplinary	

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





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-MPP-DIS-P015-(01)	
TITLE/DESCRIPTION: RETENTION, DELETION AND DISPOSAL OF IMAGING REPORTS			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 3 of 3
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Multi Disciplinary	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	JOEY BRYAN G. JULOM Department of Imaging Sciences Supervisor		3/14/25	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		2/14/25	
Approved by:	CHERYL O. TRINIDAD Department of Imaging Sciences Manager		3/14/25	
	ROSALIE T. DIOCSON Medical Records Department Head		3/19/25	
	ROSARIO D. ABARING Ancillary Division Head		03-20-2025	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		03-25-2025	
	MA. ANTONIA S. GENSOLI, MD VP-Chief Medical Officer		3-25-25	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		03/25/25	

MASTER COPY