TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Ambulatory Clinic Policy and Procedure

Title: **DIAGNOSTIC STUDY RESULTS, REVIEW OF**	Policy Number: **EP 3.20**
Regulation Reference:	Effective Date: **02/2016**

Policy Statement:

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) that results from all diagnostic studies ordered on patients will be reviewed in a timely manner upon receipt and prior to filing in the patient's chart. Each clinic will establish and adhere to a procedure for reviewing the results of diagnostic studies and initiating appropriate action on abnormal results. All results will be provided to patients promptly, following all applicable laws and guidelines where necessary.

Scope and Distribution:

This policy applies and will be distributed to all TTUHSC El Paso clinics.

Procedure:

1. Each clinic will develop and implement a procedure for:

    a) reviewing all diagnostic results;
    b) notifying patients and initiating action on abnormal results;
    c) notifying patients of normal results, prior to placing results in the patient chart or closing the Electronic Medical Record (EMR).

2. Each clinic will establish and adhere to a procedure where the following will be **tracked** *on all diagnostic procedures* ordered:

    a) date exam ordered;
    b) specific exam ordered;
    c) date results received;
    d) notation of results & action taken, i.e. physician notification, patient called etc.

3. Follow up to obtain results will be done within no more than 1 week of the date the exam was to be completed.

4. The individual clinic procedure for notifying patients will be maintained in each clinic's policy and procedure manual.

5. Clinic personnel shall be oriented to their respective part in the procedure.

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