



## ***El Paso - Ambulatory Clinic Policy and Procedure***

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| Title: <b>DIAGONSTIC STUDY RESULTS, REVIEW OF</b> | Policy Number: <b>EP 1.4</b>     |
| Regulation Reference:                             | Effective Date: <b>7/24/2009</b> |

### **Policy Statement:**

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Results from all diagnostic studies ordered on patients of the TTUHSC-EP clinics will be reviewed in a timely manner upon receipt and prior to filing in the patients 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:**

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This policy applies and will be distributed to all TTUHSC- EP School of Medicine Clinics, also known as Texas Tech Physicians.

### **Procedure:**

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1. Each TTUHSC-EP clinics will develop and implement a procedure for:
  - a) reviewing all diagnostic results;
  - b) notifying patients and initiating action on abnormal results;
  - c) and notifying patients of normal results, prior to placing results in the patient chart or closing the 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 date exam was to be completed.



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4. The individual Clinic procedure for notifying patients will be maintained in each clinic's policy and procedure manual, clinic personnel shall be oriented to their respective part in the procedure.

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| Policy Number: <b>EP 1.4</b>                                                                        | Original Approval Date: <b>12/1998</b> |
| Version Number: <b>3</b>                                                                            | Effective Date: <b>7/24/2009</b>       |
| Signatory approval on file by: Pedro Serrato, M.D.<br>Clinic Operations Committee Chairman, El Paso |                                        |
| Jose Manuel de la Rosa, M.D.<br>Dean, School of Medicine, El Paso                                   |                                        |