
 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-TRANS 007</b>
		Issue Date:
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		Section / Department <b>TRANSPORTATION SECTION</b>
<b>Policy Title:</b> <b>POLICY ON RECORDS MANAGEMENT AND DATA PRIVACY</b>		Page No.1 of 1
<b>Prepared By:</b>  <b>Melvin Secretario, RN</b> DRRMO  <b>Marlorey D. Villamaria</b> Head, Transportation Services	<b>Reviewed By:</b>  <b>Rizalina Lavarias, CPA</b> Head – Accounting  <b>Meda M. Calderon, RN, MAN</b> Chief Nurse	<b>Reviewed By:</b>  <b>Arnaldo S. Cortes, RN</b> Supervising Administrative Officer  <b>Redentor P. Alquiros, MD</b> Chief of Clinics
<b>Approved by:</b> <b>Darius J. Sebastian, MD, MPH, PHSAE</b> Hospital Administrator <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director		

## OBJECTIVES:

The aim of the procedure is to ensure that records management is practiced throughout the organization and protect the integrity and privacy of every patient.

## Coverage:

This policy covers all personnel who uses and provide records of the ambulance and transport vehicle conduction.

## Responsibilities:

1. It is the responsibility of all ambulance personnel to provide accurate documentation of all records pertaining to ambulance use.
2. The head of the unit as well as the person in charge of the conduction to maintain the effectiveness of the hospital records.

## Procedure

1. All records must be stored securely until minimum retention periods have expired. Staff should refer to the retention schedule of records.(5 years) base on the *DOH circular Number of 2021-00226*.
2. Current records should be kept in department/service bases. Confidential records should be kept in a locked filing cabinet, and the room should be locked when not in use. Access should be limited to designated staff and movement of records should be tracked.
3. All records for storage must be sorted and placed in proper storage. These should be ordered from the transport officer.
4. Records Storage List should be used to list all records in cabinets. All stored documents should be in alphabetic order and listed on the contents list alphabetically where possible.
5. Each record should be listed with the name of the document, date of the document and disposal date.
6. At the end of the retention period, records should endorse to record section officer for proper records management.

**Implementation Date:** 2022