



OSPITAL NG PARAÑAQUE



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ANCILLARY DIVISION APPROVAL MATRIX

Section / Department

LABORATORY SECTION

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Policy Title:

FLOW CHART FOR THE ISSUANCE OF A DUPLICATE COPY

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FLOWCHART ON THE ISSUANCE OF A DUPLICATE COPY (For Charted Official Results: ER/WARD)

The Department Head/Resident-in-charge
will make a letter of request for the issuance of a duplicate copy
(THE LETTER MUST CONTAIN: PATIENT'S NAME, AGE, SEX, HOSPITAL NUMBER,
CLINICAL DIAGNOSIS, LABORATORY TEST RESULT BEING REQUESTED, REASON FOR
THE REQUEST)



The request must be duly signed by:

Chief of Clinics: during office hours (8:00am-5:00pm)
Senior House Officer: after office hours



Laboratory personnel will check for the completeness of the data and validity of the request



The laboratory will issue a duplicate copy, stamped with "DUPLICATE COPY"