

Policy and Procedure

Supersedes:		Policy Number:	
Subject:	Timely Review of Results and Patient Notification		
Department(s)	Practice	Current Effective Date:	
		Last Review Date:	
		Original Effective Date:	
		Next Review Due Date:	

PURPOSE:

To ensure timely review of results and completeness of medical record

POLICY:

All patient diagnostic results and consultations will be reviewed PRIOR to scanning into the medical record.

PROCEDURE:

1. The ordering provider will review and initial the following patient information:
 - Laboratory results (both in-house and outside labs)
 - System available to identify abnormal or “panic “ values
 - Diagnostic testing results (mammograms, ultrasounds, MRI’s, CT scans, etc.)
 - Consultation reports
 - All patient information (ED reports, information regarding hospitalizations, etc.)
2. ONLY after the provider reviews and initials above information will it be scanned into the patient’s medical record.
3. The attending provider or clinic administrator will make arrangements for review of results, consultations, and patient information if the attending provider is unavailable (vacation, illness, etc.)
4. Patients will be notified of ALL diagnostic results. In the event medical intervention is required, patients will be notified by the provider:
 - Notification by phone or mail will be made.
 - Document all attempts to reach patient (date, time staff making attempts)
 - If notification by mail, letter will be scanned into medical record
 - Documentation of patient notification in the medical record will include:
 - Date and time of call
 - Follow-up or treatment recommendations
 - Patient response
 - Name of provider or staff making call

RELATED POLICIES:

None

SOURCE DOCUMENTS AND REFERENCES:

None

ATTACHMENTS:

None

