PROCEDURE GUIDELINES

1. Preparing the Clinical Abstract (See Annex 6 - Clinical Abstract Form)
   1.1. Follow steps given in number 1 to 2 of Guidelines
   1.2. Prepare clinical abstract in duplicate using EMR System
   1.3. Type the computer generated episode number
   1.4. Encode the status of request in the Computerized Request Tracking System.
   1.5. Inform the resident physician thru phone or SMS to complete and sign the prepared Clinical Abstract (Final Diagnosis, Operation, Course in the ward and disposition).
   1.6. Once signed, update the status on the Request Tracking System
   1.7. File clinical abstract in “For Release Rack” arranged according to date of request (See Annex 44 -letter addressed to Philippine Charity Sweepstakes Office dated December 08, 2006)

2. Signing of Clinical Abstract
   2.1. Inform the Fellow/Resident on Duty assigned to prepare the Clinical Abstract through telephone call or text messaging.
   2.2. All fellows need to complete and sign the necessary documents at the Medical Records Office. The patient’s charts will not be brought out of the premises of the Medical Records Division.
   (See Annex 32 – COMPLETION OF MEDICAL RECORDS dated June 05, 2009)