

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF EMERGENCY MEDICINE
POLICY & PROCEDURE**

**NUMBER: 3294
VERSION: 1**

SUBJECT/TITLE: ABNORMAL / POSITIVE PATHOLOGY

POLICY: To ensure that all abnormal pathology results are reviewed.

PURPOSE: To establish guidelines to notify all patients with abnormal and/or positive pathology results seen in the Department of Emergency Medicine (inclusive of, but not limited to x-rays, CT Scans, Ultrasound or Labs).

DEPARTMENTS: DEPARTMENT OF EMERGENCY MEDICINE (DEM)

DEFINITIONS: Positive and/or abnormal pathology guidelines.

PROCEDURE: Department is notified of all abnormal pathology.

RESPONSIBILITY	ACTIONS
Attending Physician	<ol style="list-style-type: none"> 1. Positive and/or abnormal pathology results will be communicated via telephone to the Attending Physician. 2. Reviews DEM records and diagnostic report to determine if appropriate treatment was rendered. 3. After review, indicates if further treatment or evaluation is necessary. 4. Return DEM record with written orders to the telephone follow-up Provider if patient needs notification of further treatment, evaluation or referral. Attach a copy of positive pathology form. 5. Documents findings and action taken in the Positive Pathology notebook.
Telephone Follow-Up Provider or Nurse Practitioner	<ol style="list-style-type: none"> 1. Will notify patient via telephone with further follow-up, treatment, evaluation or referral. 2. If attempts of notification is unsuccessful, will notify Throughput Nurse. 3. Documents on progress notes of actions taken.
Throughput Nurse	<ol style="list-style-type: none"> 1. For failed attempts of telephone follow up; the Throughput Nurse will complete an Urgent Message form of patient written notification from Administrative Nursing Office (ANO) and

SUBJECT/TITLE: ABNORMAL / POSITIVE PATHOLOGY

Policy Number: 3294

Page Number: 2

	returns the form to ANO. 2. Documents on progress notes of actions taken.
ANO Clerk	1. Receives patient written form and send out notification letter via courier.

OTHER RESOURCES TO AID IN NOTIFYING PATIENTS

1. Local Police Department
2. Olive View-UCLA Medical Center Social Services
3. Local Public Health Agency

KEY POINTS TO DOCUMENT

Date, time, who you spoke to, summary of conversation to include further instructions.

WEEKENDS AND OFF-SHIFT

Charge Nurse notifies Nurse Administrator to send notification letter via courier to patients, if necessary.

PATIENT NOTIFICATION AND RECALL

Every effort will be made to contact patient via telephone and/or (if patient's number is available) via letter of notification. A copy of the notification is kept with the Department of Emergency Medicine record as documentation of the notification of the patient.

References:	
Approved by: Georgia Foot'e-Sam (Clinical Nurse Director II), Gregory Moran (Chief Physician), Joselin Escobar Duran (Assistant Hospital Administrator II), Judith Maass (Chief Executive Officer)	Date: 04/10/2019
Review Date: 1/88, 1/90, 8/95, 8/98, 3/02, 3/05, 12/07, 2/11, 04/10/2022	Revision Date: 12/28/07, 2/17/2011
Distribution: Emergency Medicine	
Original Date: 04/10/2019	