



1. Triage Patients				
The Triage Area will serve as the entry point of all patients in Orani District Hospital. Triage of patients is based on Emergency Severity Index (ESI), With Covid Symptoms and Without Covid Symptoms.				
Office or Division:	Orani District Hospital/ Triage Area			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	ALL PATIENTS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Hospital Card - Valid IDs		- Hospital Health Information Management (HHIM) - Any agency issuing the valid IDs		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Arrives in the Triage Area seeking consult or treatment	1. Conducts initial assessment, notes chief complaint and prepares health declaration.	None	3 minutes	<i>Nurse / Triage Area</i>
2. Signs the accomplished health declaration.	2. Determines the urgency of the patient status using triage classification system in place (3-point system: emergent, urgent, non-urgent). 2.1 If Emergency Case: - Refers patient to Emergency Room and advice relative to secure the hospital medical record of patient in HHIM. 2.2 If Urgent Case: - Advises patient/ relative to secure the hospital medical record of patient in HHIM. 2.3 If Non-Urgent Case: -Prompt referral to OPD shall be done to provide the appropriate care to the patient. The Nurse-in-charge / the Physician-in-charge shall ensure a coordinated and efficient referral to the OPD.	None	3 minutes	<i>Nurse / Triage Area</i>
3. None	3. Conducts full assessment, vital signs and history taking. Advises patient to wait to be called.	None	5 minutes	<i>Nurse / Triage Area</i>
4. Waits to be called.	4. Calls the patient and assists to the treatment area of the identified concerned unit or department.	None	2 minutes	<i>Nurse / Triage Area</i>
TOTAL:		None	13 minutes	



2. DCI Consultation Process				
Process of out-patient consultation through the DCI portal especially patients enrolled in Phil-health Konsulta				
Office or Division:	Orani District Hospital/ Triage Area			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	ALL OPD PATIENTS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 1 Original Copy of Hospital Card - 1 Original Copy of Valid ID 		<ul style="list-style-type: none"> - Hospital Health Information Management (HHIM) - Any agency issuing the valid IDs 		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RE-SPONSIBLE
1. Arrives at the Triage Area seeking consult or treatment	1. Conducts initial assessment, notes chief complaint and takes patient's vital signs	None	3 minutes	<i>Nurse I Triage Area</i>
2. Fills-out the Patient Information Form	2. Instructs the patient/ relative to fill out the Patient Information Form and then proceed to the DCI Nurse on Duty for further instructions.	None	3 minutes	<i>Nurse I Triage Area</i>
3. Proceeds to DCI Nurse on Duty and submits the completed Patient Information Form.	3. Receives the Patient Information Form and inputs the patient's data, chief complaint, and vital signs into the DCI portal. 3.1 Hands back the Patient Information form to the patient/relative and guides them to proceed to the Hospital Health Information Management (HHIM) Window A.	None	5 minutes	<i>Nurse I DCI</i>
4. Proceeds to the Hospital Health Information Management (HHIM) Window A and submits the Patient Information Form	4. Receives the Patient Information Form and instructs patient/relative to sign the Records Releasing Logbook 4.1 Instructs patient/relative to proceed to the OPD waiting area 4.2 Retrieves the OPD Record for endorsement to the OPD Nurse on Duty	None	7 minutes	<i>Records Officer I Records Department</i>
TOTAL:		None	8 minutes	



3. Out-Patient Department (OPD) Procedures				
OPD Consultation Procedures				
Office or Division:	Orani District Hospital/ Out-Patient Department			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 1 Original Copy of Hospital Card - Duly Accomplished Patient Health Record Form - 1 Original Copy of Valid ID 		<ul style="list-style-type: none"> - iHOMIS - Triage Nurse - Any agency issuing the valid IDs 		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to OPD waiting area	1. Receives patient health record from HHIM and calls the name of patient.	None	2 minutes	<i>Nurse I</i> OPD Department
2. Approach the OPD Nurse	2. Interviews patient about the reason for consult and take patients vital signs.	None	5 minutes	<i>Nurse I</i> OPD Department
3. None	3. Reviews patient data, chief complaint and vital signs in DCI. 3.1 Advises patient to proceed to OPD Consultation Room.	None	3 minutes	<i>Nurse I</i> OPD Department
4. Proceeds to the OPD consultation room	4. Performs clinical assessment and further physical examination. **May require additional diagnostic procedures	None	15 minutes	<i>Medical Officer III or Physician under Contract of Service</i> OPD Department
5. Proceeds to ancillary services (if required)	5. Refers to ancillary services or allied health services as necessary	None	2 minutes	<i>Radiologic Technologist II/ Medical Technologist II</i> (Radiologic/Laboratory Department)
6. Return to OPD consultation room with the results of diagnostic procedures.	6. Receives patient with the results of diagnostic procedures and refer to OPD Physician.	None	3 minutes	<i>Nurse I</i> OPD Department
7. None	7. Renders consultation.	None	15 minutes	<i>Medical Officer III or Physician under Contract of Service</i> OPD Department
8. None	8. Follows appropriate disposition procedures for: a. Discharged and sent home b. Referred to other health facility c. Referred to ER for admission	None	5 minutes	<i>Medical Officer III or Physician under Contract of Service</i> OPD Department



9. Returns to OPD nurse for health education and home instructions.	9. Provides health education and home instructions.	None	5 minutes	Nurse I OPD Department
TOTAL:		None	55 minutes	

4. Emergency Room Procedures (Emergency Case)

Emergency Department General Workflow

Office or Division:	Orani District Hospital/ Emergency Room			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	PATIENTS (EMERGENCY CASES) and REFERRALS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Hospital Card - Valid IDs 		<ul style="list-style-type: none"> - Hospital Health Information Management (HHIM) - Any agency issuing the valid IDs 		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Arrives in th ER seeking consult or treatment	1. Conducts full assessment, history taking and vital signs taking.	None	5 minutes	<i>Medical Officer III or Physician under Contract of Service and Nurse II / Emergency Room</i>
2. Occupies ER bed and receives treatment.	2.1 Performs immediate care and work-up. 2.2 Refers to ancillary services or allied health services as necessary	None	4 hours	<i>Medical Officer III or Physician under Contract of Service and Nurse II, and Nursing Attendant / Emergency Room</i>
3. Awaits disposition and follows instructions provided.	3. Follows appropriate disposition procedures for: <ul style="list-style-type: none"> a. Discharged and Sent Home b. Discharged Against Medical Advice (DAMA) c. Referred / transferred to other health facility d. Absconded e. Admitted to Ward f. ER Death / Dead on Arrival (DOA) 	None	5 minutes	<i>Medical Officer III or Physician under Contract of Service and Nurse II, and Nursing Attendant / Emergency Room</i>
TOTAL:		None	4 hours, 10 minutes	



5. Emergency Room Procedures (Management of Patients)				
Process of management of patients requiring immediate care.				
Office or Division:	Orani District Hospital/ Emergency Room			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	PATIENTS (EMERGENCY CASES) and REFERRALS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Hospital Card - Patient Health Record Form - Valid IDs 		<ul style="list-style-type: none"> - Hospital Health Information Management (HHIM) - Triage Nurse - Any agency issuing the valid IDs 		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Occupies ER bed and receives treatment.	1. Conducts initial management (diagnostic and therapeutic).	None	15 minutes	<i>Medical Officer III or Physician under Contract of Service / Emergency Room</i>
2. None	2.1 Renders management based on protocol of hospital. 2.2 Carries out physician's order 2.3 Coordinates with allied health services / departments if necessary	None	1 hour	<i>Nurse II and Nursing Attendant / Emergency Room</i>
3. Awaits effect of treatment and management	3. Conducts re-assessment and gives patient disposition.	None	15 minutes	<i>Medical Officer III or Physician under Contract of Service / Emergency Room</i>
TOTAL:		None	1 hour 30 minutes	
6. Emergency Room Procedures (Discharge Against Medical Advice)				
ER Patient Disposition - Discharge Against Medical Advice (DAMA)				
Office or Division:	Orani District Hospital/ Emergency Room			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	PATIENTS (EMERGENCY CASES) and REFERRALS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Duly Accomplished Patient Hospital Record - 1 Copy of Duly Accomplished DAMA Form - 4 Original Copies of Discharge Clearance 		HHIM Nurse on Duty Nurse on Duty		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Verbalizes refusal for further treatment in the hospital.	1. Explains the condition, prognosis and medical consequences if patient / responsible person refuses admission and further treatment. 1.1 Refers to MSWD for Psychosocial counselling of patient / caregiver.	None	10 minutes	<i>Medical Officer III or Physician under Contract of Service / Emergency Room</i>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Verbalizes refusal for further treatment in the hospital.	1. Explains the condition, prognosis and medical consequences if patient / responsible person refuses admission and further treatment. 1.1 Refers to MSWD for Psychosocial counselling of patient / caregiver.	None	10 minutes	<i>Medical Officer III or Physician under Contract of Service / Emergency Room</i>
2. Proceeds to MSWD for counselling.	2. Conducts Psychosocial counselling.	None	15 minutes	<i>Social Worker Officer II / Medical Social</i>
3. Returns to physician.	3. Writes order on disposition of patient in treatment record, if patient insists for DAMA,	None	2 minutes	<i>Medical Officer III or Physician under Contract of Service / Emergency Room</i>
4. None	4. Explains DAMA Form.	None	3 minutes	<i>Medical Officer III or Physician under Contract of Service / Emergency Room</i>
5. Accomplishes the Discharged Against Medical Advice (DAMA) Form, duly signed by person responsible.	5. Secures the signed DAMA form by attaching it to the patient record.	None	2 minutes	<i>Medical Officer III or Physician under Contract of Service / Emergency Room</i>
6. None	6. Issues clearance and discharge slip.	None	3 minutes	<i>Nurse II / Nurse I / Emergency Room</i>
7. Proceeds to concerned services for signing of clearance and discharge slip.	7. Checks and signs the clearance and discharge slip.	None	30 minutes	<i>Concerned Services Various Department</i>
8. Proceeds to billing for appropriate charges and payment assessment.	8. Processes payment, issue official receipt and signed clearance	None	15 minutes	<i>Administrative Aide/ Administrative Assistant II Billing, Cashier De-</i>
9. Returns to nurse to give the accomplished clearance and discharge slip.	9. Verifies upon submission the accomplished clearance and discharge slip. 9.1 Indicates the date and time of discharge.	None	2 minutes	<i>Nurse II / Nurse I Emergency Room</i>
10. None	10. Prepares discharge abstract and aftercare instructions as necessary.	None	2 minutes	<i>Medical Officer III or Physician under Contract of Service and Nurse II or Nurse I Emergency Room</i>



11. Proceeds to moving to hospital main entrance or exit door.	11. Transports patient via wheelchair as needed.	None	5 minutes	Utility Worker / Triage Area
12. Surrenders remaining copy of clearance and discharge slip to Security Guard.	12. Receives copy of clearance and discharge slip and assists patient to the main entrance or exit door.	None	2 minutes	Security Guard Entrance Area
TOTAL:		None	1 hour, 31 minutes	

7. Procedure on Patient Conduction

Ambulance service is used to transport patient to other hospital facility for further evaluation and management..

Office or Division:	Orani District Hospital/ Ambulance Services
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Patients for Transfer of Service to Other Facility/Hospital

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Trip Ticket Referral Letter Patient's Chart (for diagnostic procedure) Discharge Clearance		ER Nurse on Duty/ Ward Nurse on Duty Physician on Duty ER Nurse on Duty/ Ward Nurse on Duty		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbalizes consent to be transferred to another facility.	1. Orders patient for conduction as per patient request 1.1 Orders patient for conduction for referral to higher facility for further evaluation and management	None	5 minutes	Medical Officer III or Physician under Contract of Service ER Department/Clinical Areas
2. None	2. Coordinates to the referral health facility through Service Delivery Network or through phone call if private health facility.	None	15 minutes	Medical Officer III or Physician under Contract of Service ER Department/Clinical Areas
3. None	3. Coordinates and makes necessary arrangements to concerned offices/ units/ departments for conduction of patient to other health facility.	None	15 minutes	Nurse II or Nurse I ER Department/Clinical Areas



4. None	4. Issues clearance and discharge slip.	None	3 minutes	<i>Nurse II or Nurse I ER Department/Clinical Areas</i>
5. Proceeds to concerned services for signing of clearance and discharge slip.	5. Checks and signs the clearance and discharge slip.	None	20 minutes	<i>Concerned Services Various Department</i>
6. Proceeds to billing for appropriate charges and payment assessment.	6. Processes payment, issues official receipt and signs clearance	Balanga City/ Dinalupihan- PHP 250.00 Olongapo/ Subic City- PHP 800.00 Pampanga- PHP 1,200.00 Manila- PHP 2,500.00 Pangasinan-		<i>Administrative Aide/ Administrative Assistant II Billing, Cashier Department</i>
7. Returns to nurse to give the accomplished clearance and discharge slip.	7. Verifies upon submission the accomplished clearance and discharge slip.	None	2 minutes	<i>Nurse II or Nurse I ER Department/Clinical Areas</i>
8. Proceeds to the ambulance vehicle.	8. Accompanies patients in conduction.	None	Balanga City/ Dinalupihan 30 minutes Olongapo/ Subic City 1 hour, 30 minutes Pampanga 1 hour, 30 minutes Manila 2 hours Pangasinan 3 hours, 30 minutes	<i>Nurse I and Nursing Attendant I Ambulance Nurse, DR attendant</i>
9. Alights from the ambulance vehicle.	9. Endorses the patient to receiving health facility.	None	15 minutes	<i>Nurse I Ambulance Nurse</i>



TOTAL if Balanga City/Dinalupihan	PHP 250.00	1 hour, 45 minutes	
TOTAL if Olongapo/Subic City	PHP 800.00	2 hours, 45 minutes	
TOTAL if Pampanga	PHP 1, 200.00	2 hours, 45 minutes	
TOTAL if Manila	PHP 2, 500.00	3 hours, 15 minutes	
TOTAL if Pangasinan	PHP 3, 000.00	4 hours, 45 minutes	

8. Ambulance Services

Ambulance conduction for patient's diagnostic examination includes referring and scheduling of patient for diagnostic examination; clearing patient; notification of personnel involve on transfer services; safe transfer and conduction of patient (back and forth); and assisting patient on diagnostic procedure.

Office or Division:	Orani District Hospital/ Ambulance Services			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All In-Patient for conduction for diagnostic procedure			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form; Trip Ticket; Clearance Form Referral Logbook		Nurse Ambulance Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives an advise for diagnostic procedure.	1. Informs Ambulance Nurse and Driver for the schedule date and time of patient diagnostic procedure to other facility.	None	2 minutes	<i>Ward Nurse I Clinical Areas</i>
2. None	2. Prepares Trip Ticket for Ambulance use and Referral Logbook for ambulance nurse for receiving endorsements.	None	5 minutes	<i>Nurse I Clinical Areas/ Ambulance Nurse</i>
3. Receives clearance	3. Issues clearance and instruct on process of payment	PHP 300	5 minutes	<i>Nurse I Clinical Areas</i>
4. None	4. Informs Ambulance Nurse and Driver for patient departure.	None	3 minutes	<i>Nurse I/ Security Guard Clinical Areas/Entrance Area</i>
5. None	5. Transfers patient from DR/Ward to Ambulance	None	3 minutes	<i>Nurse I/ Ambulance Driver II or Ambulance Driver I Ambulance Nurse/ Ambulance Services</i>
6. None	6. Safely conduct patient for diagnostic procedure to scheduled healthcare facility	None	30 minutes	<i>Nurse I/ Ambulance Driver II or Ambulance Driver I Ambulance Nurse/ Ambulance Services</i>
7. Endorses conduction of patient for diagnostic exam outside the hospital	7. Transfers of patient from Ambulance to designated diagnostic department of health care facility	None	5 minutes	<i>Nurse I Ambulance Nurse</i>



8. None	8. Endorses patient and patients medical history and treatment/ management.	None	5 minutes	<i>Nurse I Ambulance Nurse</i>
9. None	9. Awaits completion of diagnostic procedure	None	3 hours	<i>Nurse I Ambulance Nurse</i>
10. None	10. Returns of patient to the hospital	None	30 minutes	<i>Nurse I/ Ambulance Driver II or Ambulance Driver I Ambulance Nurse/</i>
11. None	11. Transfer of patient from ambulance to DR/ Ward	None	5 minutes	<i>Nurse I/ Ambulance Driver II or Ambulance Driver I Ambulance Nurse/</i>
TOTAL:		PHP 300	4 hours, 33	

9. General Admission Procedure

This service is intended for patients who are ordered admission by the consulting doctor.

Office or Division: Orani District Hospital/Emergency Room

Classification: Simple Transaction

Type of Transaction: G2C- Government to Citizen

Who may avail: Patients, Parents of Patient, Siblings, Legal Guardian, Authorized Representative

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient Admission Chart Duly Accomplished Patient Information Form		Attending Physician Admitting Section		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbalizes consent to be admitted.	1. Writes admitting orders.	None	10 minutes	<i>Medical Officer III or Physician under Contract of Service Emergency Room</i>
2. Signs Consent for Admission.	2. Carries out physician's order and provides	None	30 minutes	<i>Nurse II or Nurse I Emergency Room</i>
3. Proceeds to Admitting Section and fills-out Impormasyon ng Pasyente and signs admission compliance forms.	3. Explains the admission procedures and secures the Impormasyon ng Pasyente and other documents. 3.1. Forwards the Impormasyon ng Pasyente to PhilHealth for verification.	None	10 minutes	<i>Computer Operator I Admitting Section</i>



4. None	4. Verifies patient's PHIC membership eligibility. 4.1. If not "Eligible", refers to MSWD for enrollment.	None	5 minutes	<i>Administrative Officer I</i> Philhealth Department
5. None	5. Encodes data relevant to the admission of the patient and prints clinical cover sheet.	None	5 minutes	<i>Computer Operator I</i> Admitting Section
6. None	6. Arranges with the concerned Clinical Nursing Unit regarding the appropriate ward for the Admission.	None	5 minutes	<i>Nurse II or Nurse I</i> Emergency Room
7. None	7. Transfers patient to Ward/ Room of assignment.	None	10 minutes	<i>Utility Worker I</i> Triage Area
8. Proceeds to ward admission.	8. Receives patient and chart.	None	5 minutes	<i>Nurse I</i> Clinical Areas
TOTAL:		None	1 hour, 20	

10. Admission Procedure for Mothers-About-to-Deliver				
Admission process of pregnant in labor who are advised admission and agrees to be admitted at ODH.				
Office or Division:	Orani District Hospital/Delivery Room			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Pregnant Women			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Admitting Orders Laboratory Tests and/or Ultrasound Result (if any)			Attending Physician ODH Laboratory or other Facilities	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Delivery room.	1. Validates patients information, history and obstetrical score.	None	5 minutes	<i>Nurse I</i> Delivery Room
2. Occupies the DR table.	2. Takes vital signs, fundic height and fetal heart tone.	None	5 minutes	<i>Nurse I</i> Delivery Room
3. None	3. Performs internal examination	None	3 minutes	<i>Medical Officer III or Physician under Contract of Service or Nursing Attendant II</i> Delivery Room



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.None	4. If "not admissible" (IE less than 4cm and no other concern), advises patient to return back home and monitor progress of labor. 4.1. If "admissible" (IE more than 4cm or with other concern), proceeds	None	5 minutes	<i>Medical Officer III or Physician under Contract of Service Delivery Room</i>
5. Signifies consent to be admitted.	5. Writes admitting orders.	None	10 minutes	<i>Medical Officer III or Physician under Contract of Service Delivery Room</i>
6. Signs Consent for Admission, Fills-out Impormasyon ng Pasyente and signs admission compliance forms.	6. Carries out physician's order and provides instructions.	None	30 minutes	<i>Nurse I and Nursing Attendant II Delivery Room</i>
7.None	7. Explains the admission procedures and secures the Impormasyon ng Pasyente and other documents. 7.1. Forwards the Impormasyon ng Pasyente to the admitting section for encoding to iHomis	None	10 minutes	<i>Nurse I and Nursing Attendant II Delivery Room</i>
8.None	8. Forwards the Impormasyon ng Pasyente to PhilHealth for verification.	None	10 minutes	<i>Computer Operator I Admitting Section</i>
9.None	9. Verifies patient's PHIC membership eligibility. 9.1. If not "Eligible", refers to MSWD for enrollment	None	5 minutes	<i>Administrative Officer I Philhealth Department</i>
10.None	10.Encodes data relevant to the admission of the patient and prints clinical cover sheet.	None	5 minutes	<i>Computer Operator I Admitting Section</i>
11. Stays in the Labor room for monitoring of the progress of labor	11. Monitors progress of labor.	None	4 hours	<i>Nurse I Delivery Room</i>
TOTAL:		None	5 hour, 28 minutes	



11. Normal Spontaneous Delivery

Process of management and care of pregnant women undergoing Normal Spontaneous Delivery.

Office or Division:	Orani District Hospital/ Delivery Room
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Pregnant Women

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Admitting Orders - 1 Original Copy Laboratory Test Results and/or Ultrasound Result (if any)		Attending Physician ODH Laboratory or other Facilities		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONS-IBLE
1. Verbalizes persistent and consistent labor.	1. Checks mother's condition, takes vital signs and notes objective data.	None	5 minutes	<i>Nurse I</i> Delivery Room
2. None	2. Performs internal examination.	None	3 minutes	<i>Medical Officer III or Physician under Contract of Service/ Nurse I or Nursing Attendant II</i> Delivery Room
3. Occupies the DR table.	3. Facilitates the normal spontaneous delivery.	None	4 hours*	<i>Medical Officer III or Physician under Contract of Service/ Nurse I or Nursing Attendant II</i>
4. Delivers the baby.	4. Performs routine newborn care.	None	15 minutes	<i>Nurse I</i> Delivery Room
5. Delivers the placenta.	5. Checks integrity and completeness of placenta. 5.1 Performs episiorrhaphy as necessary.	None	15 minutes	<i>Medical Officer III or Physician under Contract of Service</i> Delivery Room
6. None	6. Carries out physician's order and provides instructions.	None	30 minutes	<i>Nurse I and Nursing Attendant II</i> Delivery Room
7. None	7. Performs postpartum care, monitors for bleeding and takes vital signs.	None	2 hours	<i>Nurse I</i> Delivery Room
8. None	8. Coordinates with the OB Ward for the transport of patient.	None	5 minutes	<i>Nurse I</i> Delivery Room
9. Awaits completion of monitoring in DR.	9. Transports patient to OB Ward.	None	5 minutes	<i>Utility Worker I</i> Delivery Room
TOTAL:		None	7 hours, 18 minutes	



12. Procedure for the Release of Cadaver				
Facilitating release of cadaver				
Office or Division:	Orani District Hospital/ Cadaver Area			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Nearest Kin of the Deceased Patient			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Discharge Clearance			Nurse on Duty	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to cadaver holding area for the release of the remains. Presents ID and the accomplished clearance and discharge slip.	1. Checks and verifies clearance and discharge slip. 1.1.Orders patient for conduction.	None	3 minutes	<i>Utility Worker / Holding Area</i>
2. Coordinates with the funeral service provider.	2. Logs release of remains and secures signature of the receiving funeral service provider.	None	2 minutes	<i>Security Personnel Exit Area</i>
TOTAL:		None	5 minutes	

13. Ward Admission Procedure				
Receiving process of admitted patients from Emergency Room to General Ward				
Office or Division:	Orani District Hospital/ General Ward			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Admitted Patients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Patient's Chart with Admitting Order Complete Pertinent Data Endorsement			Physician Nurses Physician and Nurses	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to designated bed in the hospital ward via wheelchair/ stretcher.	1. Receives the patient, places him/her to bed assignment and does patient assessment.	None	5 minutes	<i>Ward Nurse I and Nursing Attendant I General Ward</i>
2. Occupies assigned bed.	2. Performs history taking and take initial	None	5 minutes	<i>Ward Nurse I General Ward</i>
3. None	3. Reviews of patient's chart, validate doctors' orders and checks if chart has correct and complete entries.	None	5 minutes	<i>Ward Nurse I General Ward</i>
4. Listen to instructions.	4. Orients patient (and watcher) to unit's rules and policies including patient safety precautions.	None	10 minutes	<i>Ward Nurse I General Ward</i>
TOTAL:		None	25 minutes	



14. Transfer of Patient to Other Service Areas within the Hospital

Movement of patient from one unit to another.

Office or Division: Orani District Hospital/Clinical Areas

Classification: Simple Transaction

Type of Transaction: G2C- Government to Citizen

Who may avail: All Admitted Patients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transfer-out order Complete Pertinent Data Bed Vacancy Endorsement Transport Medium		Physician Nurses Receiving Areas Physician and Nurses Endorsing Unit (Equipment and Manpower)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Undergoes evaluation and assessment for admission to other unit	1. Assesses patient for transfer of unit	None	30 minutes	<i>Medical Officer III or Physician under Contract of Service Clinical Areas</i>
2. Receives notice of patient's transfer to another unit	2. Provides explanation and reason for the transfer.	None	20 minutes	<i>Receiving Referral Unit Physician Clinical Areas</i>
3. None	3. Carries out doctor's orders and completes the chart and other required documents for transfer and proceeds with endorsement	None	15 minutes	<i>Nurse II or Nurse I on Duty Endorsing Unit Clinical Areas</i>
4. Receives information on process of transfer to other unit	4. Inquires receiving wards/ units for vacancy. 4.1. If "with vacancy", proceeds with endorsement process and patient transfer. 4.2. If "no vacancy", decks the patient for prioritization.	None	15 minutes	<i>Nurse II or Nurse I on Duty Endorsing Unit Clinical Areas</i>
TOTAL:		None	1 hour, 20 minutes	



15. General Discharge Procedure (May Go Home)				
The procedure starts from the May-go-home order made by the attending physician and ends upon presentation of discharge clearance of the patient to the guard.				
Office or Division:	Orani District Hospital/Clinical Areas			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Patients with May-Go-Home Order			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
May-Go-Home order 4 copies discharge clearance Duplicate copy of Discharge Instruction Plan		Nurses Station (Patients Chart) Nurse Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives advice for discharge.	1. Informs client on his/her health condition (improved/recovered) and orders May Go Home.	None	10 minutes	<i>Medical Officer III or Physician under Contract of Service Clinical Areas</i>
2. None	2. Carries out doctor's order and completes discharge documents.	None	10 minutes	<i>Nurse I Clinical Areas</i>
3. Proceeds to Nurse station for discharge instructions.	3. Issues 4 copies of clearance and discharge slip, and discharge documents which may include but is not limited to the following: a. Medications b. Follow-up (with diagnostic procedures as needed) c. Warning signs d. Post-partum care* e. Dietary instructions	None	5 minutes	<i>Nurse I Clinical Areas</i>
4. Proceeds to concerned services for signing of clearance and discharge slip.	4. Checks and signs the clearance and discharge slip.	None	30 minutes	<i>Concerned Services Various Department</i>
5. Proceeds to billing for appropriate charges and payment assessment.	5. Processes payment, issue official receipt and signed clearance	None	15 minutes	<i>Administrative Aide III/Administrative Assistant II Billing, Cashier</i>
6. Returns to nurse to give the accomplished clearance and discharge slip.	6. Verifies upon submission the accomplished clearance and discharge slip. 6.1. Indicates the date and time of discharge.	None	3 minutes	<i>Nurse I Clinical Areas</i>



7. Proceeds to moving to hospital main entrance or	7. Transports patient via wheelchair.	None	5 minutes	<i>Utility Worker / General Ward</i>
8. Surrenders watcher's pass and remaining copy of clearance and discharge slip to Security Guard.	8. Receives copy of clearance and discharge slip and assists patient to the main entrance or exit door.	None	2 minutes	<i>Security Guard Entrance Area</i>
TOTAL:		None	1hour, 20 minutes	

16. Obstetrics and Gynecology Ward Procedures

Transfer of post-partum mother and her newborn from the Delivery Room to the OB Ward.
Transfer of women who have undergone procedures in the Delivery Room to the Gyne Ward

Office or Division:	Orani District Hospital/ OB-Gyne Ward
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Postpartum women, Pregnant Women and Women with reproductive health concerns

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Admitting Orders - 1 Original Copy Laboratory Tests and/or Ultra-sound Result (if any)		Attending Physician ODH Laboratory or other Facilities		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RE-SPONSIBLE
1. Proceeds to OB-Gyne Ward.	1. Receives mother and baby and transport to assigned bed/ room. 1.1. Receives patient who has undergone Gynecologic Procedure and transport to assigned bed/room	None	5 minutes	<i>Nurse / OB-Gyne Ward</i>
2. Occupies assigned bed.	2. Thorough physical assessment of both Mother and Baby. (e.g. vaginal bleeding, contracted uterus). 2.1. Takes vital signs of both.	None	15 minutes	<i>Nurse / OB-Gyne Ward</i>
3. None	3. Reviews of patient's chart, validates doctors' orders and checks if chart has correct and complete entries.	None	5 minutes	<i>Nurse / OB-Gyne Ward</i>
4. Listens to instructions.	4. Orients patient (and watcher) to unit's rules and policies including patient safety precautions.	None	10 minutes	<i>Nurse / OB-Gyne Ward</i>
TOTAL:		None	35 minutes	



17. Pre-Operative Surgery				
Procedure on Pre-Operative Surgery				
Office or Division:	Orani District Hospital/Emergency Room/Clinical Areas			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Patients and their watcher			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
- 1 Original Copy of Duly Accomplished Request for Surgery - 1 Original Copy of Cardiopulmonary Clearance/ Pediatric Clearance or other clearances as deemed necessary			Attending Surgeon Medical Specialist (Cardiopulmonologist, Internal Medicine, Pediatrician)	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RE-SPONSIBLE
1. Signifies intent to undergo surgical procedure.	1. Explains the procedure to the patient and family.	None	10 minutes	<i>Medical Officer III or Physician under Contract of Service/ Nurse II or Nurse I Emergency Room/</i>
2. None	2. Writes the order for surgery and schedule, including referral to anesthesia, internal medicine for co-management, prophylactic antibiotic, intravenous hydration, schedule of fasting, bowel prep if needed.	None	10 minutes	<i>Medical Officer III or Physician under Contract of Service Emergency Room/ Clinical Areas</i>
3. Signs consent for surgical procedure	3. Carries out Doctors order	None	30 minutes	<i>Nurse II or Nurse I Emergency Room/ Clinical Areas</i>
4. None	4. Prepares and forwards OR notification slip to Operating Room	None	10 minutes	<i>Nurse II or Nurse I Emergency Room/ Clinical Areas</i>
5. None	5. Receives OR notification slip, makes necessary preparation for operation, and schedule time of surgical operation for patient Schedule: Emergency - immediate after notification Elective - according to prioritization	None	10 minutes	<i>Nurse II or Nurse I OR Department</i>
6. None	6. Forwards OR Notification Slip to office of the Chief of Hospital for approval	None	2 minutes	<i>Nurse II or Nurse I OR Department</i>



7. Awaits Anesthesiologist to conduct Pre-anesthesia assessment	7. Visits and assesses the patient and makes pre-operative order. 7.1. Also assesses the need for further labs, specific clearances, makes recommendations for optimization of patient for surgery.	None	10 minutes	Medical Officer III or Physician under Contract of Service/ Nurse II or Nurse I Emergency Room/ Clinical Areas
8. None	8. Informs Surgeon of Anesthesiologist orders, carries out order of the Anesthesiologist, and secures consent for Anesthesia	None	5 minutes	Nurse I Emergency Room/ Clinical Areas
9. Signs consent for Anesthesia	9. Facilitates completion of Pre-operative checklist and wait for patient's scheduled time of surgery.	None	15 minutes	Nurse I Emergency Room/ Clinical Areas
TOTAL:		None	1 hour, 42 minutes	

18. Preparation of Patient for Transport to OR				
Procedure on the Preparation of Patient for Transport to OR				
Office or Division:	Orani District Hospital/General Ward			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Patients to undergo Surgical Procedure			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Surgical Order Patient's Chart with Informed Surgical Consent and Surgical Clearances Pre-Anesthesia Evaluation		Attending Physician Nurse on Duty		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares for transport to Operating Room	1. Coordinates with ward nurse regarding the transfer of patient to OR	None	5 minutes	OR Nurse II or Nurse I OR Department
2. None	2. Verifies completion of pre-operative care and confirms transfer of the patient	None	7 minutes	Ward Nurse I General Ward
3. None	3. Transfers the patient from ward to Operating Room	None	5 minutes	Ward Nurse I / Nursing Attendant General Ward
4. Proceeds to Operating Room	4. Endorses patient to Operating Room Nurse	None	5 minutes	Ward Nurse I General Ward
TOTAL:		None	22 minutes	



19. Patient Care in the Operating Room (Intraoperative)

Procedure for Patient Care in the Operating Room (Intraoperative)

Office or Division: Orani District Hospital/ Operating Room

Classification: Simple

Type of Transaction: G2C- Government to Citizen

Who may avail: Patients to undergo Surgical Procedure

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 1 Duly Accomplished Surgical Order - Patient's Chart with Signed Surgical and Anesthesia Consent - 1 Duly Accomplished OR Checklist 		Surgeon Circulating Nurse Circulating Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Enters the Operating Room Complex	1. Receives the patient from the ward nurse to the OR complex. 1.1. Confirms patient's identity, surgical site, consent.	None	3 minutes	<i>Circulating Nurse I</i> Operating Room
2. None	2. Validates pre-operative checklist and reassessment of the patient	None	3 minutes	<i>Circulating Nurse I</i> Operating Room
3. None	3. Transfers patient to the operating room and on to the operating table	None	2 minutes	<i>Circulating Nurse I and Nursing Attendant I</i> Operating Room
4. Occupies Operating Room table	4. Attaches patient to cardiac monitor and hooks to oxygen inhalation 4.1. Prepares and counts OR set	None	15 minutes	<i>Physician under Contract of Service (Anesthesiologist)</i> <i>Scrub Nurse II and Circulating Nurse I</i> Operating Room
5. None	5. Takes the initial vital signs of the patient. 5.1. Prepares anesthesia set	None	10 minutes	<i>Physician under Contract of Service (Anesthesiologist)</i> <i>Scrub Nurse II and Circulating Nurse I</i>
6. Places self depending on Anesthesia to be used.	6. Performs skin preparation for anesthesia induction (for spinal and epidural anesthesia) 6.1. Inducts Anesthesia, monitors and records status of the patient	None	15 minutes	<i>Circulating Nurse I;</i> <i>Physician under Contract of Service (Anesthesiologist)</i> Operating Room
7. None	7. Conducts intraoperative preparations	None	20 minutes	<i>Physicians under Contract of Service (Anesthesiologist),</i> <i>Scrub Nurse II, Circulating Nurse I</i> Operating Room



8. None	8. Performs the surgical procedure/ operation	None	<p>a. Low Transverse Cesaerean Section - 1 hour, 45 minutes</p> <p>b. Low Transverse Cesarean Section with Bilateral Tubal Ligation - 2 hours</p> <p>c. Open Cholecystecomy - 3 hours</p> <p>d. Herniorrhaphy with Mesh Hair - 3 hours</p> <p>e. Appendectomy - 2 hours,30 minutes</p> <p>f. Exploratory Laparotomy - 4 hours</p> <p>g. Total Abdominal Hysterec-tomy with Bilateral Sal-phingoophorectomy - 4 hours</p> <p>h. Dilatation and Curettage - 30 minutes</p> <p>i. Bilateral Tubal Ligation - 45 minutes</p> <p>j. Debridement - 1 hour, 30 minutes</p> <p>k. Amputation - 2 hour</p> <p>l. Excision of Mass or Cyst - 1 hour, 30 minutes</p> <p>m. Wound Exploration - 1 hour</p>	<p><i>Physicians under Contract of Service (OB/ Gyne or Surgeon), Scrub Nurse II, Circulating Nurse I</i> Operating Room</p>
9. Awakens from anesthesia effect	9. Stabilizes vital signs and level of consciousness of the patient	None	15 minutes	<p><i>Physician under Contract of Service (Anesthesiologist)</i></p>
10.None	<p>10. Accomplishes the following Documents:</p> <ul style="list-style-type: none"> - Operative Technique - Nursing Operative Data - Anesthesia Record - Post-operative 	None	15 minutes	<p><i>Physicians under Contract of Service (OB/ Gyne or Surgeon, Anesthesiologist), Circulating Nurse I</i> Operating Room</p>



11. None	11. Performs post-operative care	None	20 minutes	<i>Scrub Nurse II and Circulating Nurse I Operating Room</i>
12. None	12. Prepares patient for transport	None	5 minutes	<i>Physicians under Contract of Service (Anesthesiologist), Circulating Nurse I Operating Room</i>
13. Awaits for transfer to PACU	13. Transfers and endorses the patient to PACU	None	5 minutes	<i>Circulating Nurse I Operating Room</i>
TOTAL:		None	a. Low Transverse Cesaeran Section - 3 hours, 53 minutes b. Low Transverse Cesarean Section with Bilateral Tubal Ligation - 4 hours, 8 minutes c. Open Cholecystectomy - 5 hours, 8 minutes d. Herniorrhaphy with Mesh Hair - 5 hours - 8 minutes e. Appendectomy - 4 hours, 38 minutes f. Exploratory Laparotomy - 6 hours, 8 minutes g. Total Abdominal Hysterectomy with Bilateral Salphingoophorectomy - 6 hours, 8 minutes h. Dilatation and Curettage - 2 hours, 38 minutes i. Bilateral Tubal Ligation - 2 hours, 53 minutes j. Debridement - 3 hours, 38 minutes k. Amputation - 4 hours, 8 minutes l. Excision of Mass or Cyst - 3 hours, 38 minutes m. Wound Exploration - 3	



20. Patient Care in the Post-Anesthesia Care Unit				
Procedure for Patient Care in the Post-Anesthesia Care Unit				
Office or Division:	Orani District Hospital/ Post-Anesthesia Care Unit (PACU)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Post-operative Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Duly Accomplished O.R. Documents (Intraoperative Record, O.R. Technique, Verification Checklist, Instruments and Sponge Count, Anesthesia Record) - Duly Accomplished Physician's Post-Operative Orders - Patient's Chart		OR Nurse Surgeon/ Anesthesiologist Recovery Room Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RE-SPONSIBLE
1. Proceeds to Post Anesthesia Care Unit (per stretcher)	1. Receives patient from the operating room 1.1. hand off by the anesthesiologist	None	5 minutes	<i>Nurse I</i> PACU Unit
2. Occupies bed at PACU	2. Attaches patient to cardiac monitor and hooks to oxygen inhalation	None	15 minutes	<i>Nurse I</i> PACU Unit
3. None	3. Monitors and records the following: - Initial vital signs - Initial Observations - Level of Consciousness - Pain Scale - Bromage scale (if under regional anesthesia)	None	10 minutes	<i>Nurse I</i> PACU Unit
4. None	4. Carries out post-operative orders	None	15 minutes	<i>Nurse I</i> PACU Unit
5. None	5. Performs continuous monitoring and documentation of all observations and nursing interventions. - Vital signs - Level of Consciousness - Pain Scale - Bromage scale (if applicable) - All observations and management interventions made.	None	6 hours	<i>Nurse I</i> PACU Unit
6. None	6. Informs anesthesiologist regarding status and readiness for transfer of patient to ward	None	5 minutes	<i>Nurse I</i> PACU Unit



7. None	7. Evaluates the patient if can already be transferred to the ward and orders transfer to ward	None	5 minutes	Physicians under Contract of Service (Anesthesiologist) Operating Room
8. None	8. Carries out Doctor's Order	None	15 minutes	Nurse I PACU Unit
9. None	9. Informs ward nurse regarding transfer of patient	None	5 minutes	Nurse I PACU Unit
10. None	10. Transfers the patient from PACU to designated ward	None	5 minutes	Nurse I PACU Unit
11. Proceeds to designated ward	11. Endorses patient to designated ward	None	10 minutes	Nurse I PACU Unit
TOTAL:		None	7 hours,30 minutes	

21. Blood tests, Urinalysis, Fecalysis and other Blood exams in the Emergency Room

Blood tests, Urinalysis, Fecalysis and other Body Fluids is important to be tested to determine the patient's health status.

Office or Division:	Orani District Hospital/Laboratory Department
Classification:	Simple
Type of Transaction:	G2C/G2G- Government to Citizen/ Government to Government
Who may avail:	All patients in the Emergency Room needing laboratory tests

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Laboratory request		Physician		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONS-IBLE
1. Forwards the laboratory request form to the laboratory department	1. Receives laboratory request form	None	5 minutes	Laboratory Aide I Laboratory Department
2. None	2. Validates patient information and requested procedure	None	3 minutes	Medical Technologist II or Medical Technologist I Laboratory Department
3. None	3. Checks for availability of laboratory test procedure	None	5 minutes	Medical Technologist II or Medical Technologist I Laboratory Department
4. None	4. Proceeds to emergency room and locates the patient. 4.1. Identifies patient and prepares for blood collection. 4.2. Explains procedure to the patient and watcher.	None	3 minutes	Medical Technologist II or Medical Technologist I Laboratory Department



5. None	5. Performs specimen	None	5 minutes	Medical Technologist II or Medical Technologist I
6. None	6. Processes sample	None	<p>A. All Stat Procedures - Within 1 Hour</p> <p>B. Clinical Microscopy</p> <ul style="list-style-type: none"> * Routine Urinalysis - 30 minutes * Routine Fecalysis - 30 minutes * Occult Blood - 30 minutes * Pregnancy Test - 30 minutes <p>C. Hematology</p> <ul style="list-style-type: none"> * CBC - 1 hour * Platelet Count - 1 hour * CT BT - 1 hour * Protome (PT) - 1 hour * Activated Partial Thromboplastin Time (APTT) - 1 hour * Malarial Smear - 1 hour <p>D. Blood Chemistry</p> <ul style="list-style-type: none"> * RBS (Capillary Blood - 5 minutes Glucose) * FBS - 4 hours * BUN - 4 hours * Creatinine - 4 hours * Cholesterol - 4 hours * Blood Uric Acid - 4 hours * Tryglycerides - 4 hours * HDL/LDL - 4 hours * SGOT - 4 hours * SGPT - 4 hours * Na, K, Cl package - 30 minutes <p>E. Microbiology</p> <ul style="list-style-type: none"> * AFB Staining (Sputum) / Trugnat - 2 hours * GRAM Staining - 1 hour * Wet Smear/ KOH - 1 hour <p>F. Serology/ Blood Banking</p> <ul style="list-style-type: none"> * ABO-Rh Typing - 10 minutes * Hepa B Surface Ag - 1 hours * VDRL/ Syphilis - 1 hours * Rapid Screen Testing - 1 hours * Dengue NS1 - 1 hours * Dengue Duo - 1 hours * Typhidot - 1 hours * Cross Matching - 2 hours <p>G. COVID Ag Test - 1 hours</p> <p>H. Special Examinations</p> <ul style="list-style-type: none"> * Troponin I - 1 hours * CK-MB - 1 hours * PSA - 1 hours * TSH - 1 hours * T3 - 1 hours * T4 - 1 hours * FT3 - 1 hours * FT4 - 1 hours * HbA1c - 10 minutes <p>I. Newborn Screening</p> <ul style="list-style-type: none"> * Newborn Screening Test (Expanded) - 15 minutes 	Medical Technologist II or Medical Technologist I Laboratory Department



7. None	7. Encodes patient's transaction on iHOMIS	None	3 minutes	Laboratory Aide I Laboratory Department
8. None	8. Prints charge slip and forwards charge slip to the billing and cashier section	<p>A. All Stat Procedures - Depends on the procedure</p> <p>B. Clinical Microscopy</p> <ul style="list-style-type: none"> * Routine Urinalysis - PHP 80.00 * Routine Fecalalysis - PHP80.00 * Fecal Occult Blood - PHP300.00 * Pregnancy Test -PHP150.00 <p>C. Hematology</p> <ul style="list-style-type: none"> *CBC -PHP 230.00 * CBC with Platelet Count -PHP 275.00 * CT BT -PHP 100.00 * Protime (PT) -PHP 500.00 <p>*Prothrombine Time (PTT) -PHP 750.00</p> <p>*Peripheral Smear - PHP 450.00</p> <ul style="list-style-type: none"> * Activated Partial Thromboplastine Time (APTT) -PHP 750.00 * Malarial Smear - PHP 100.00 <p>D. Blood Chemistry</p> <ul style="list-style-type: none"> *RBS (Capillary Blood -PHP 150.00 Glucose) * FBS -PHP150.00 * BUN -PHP 150.00 * Creatinine -PHP 150.00 * Cholesterol -PHP 150.00 * Blood Uric Acid -PHP 150.00 * Tryglycerides -PHP 250.00 * HDL/LDL - PHP 500.00 * SGOT -PHP 230.00 * SGPT -PHP 230.00 * Na, K, Cl package -PHP 600.00 <p>E. Microbiology</p> <ul style="list-style-type: none"> * AFB Staining (Sputum) / Trugnat - Non-Charge * GRAM Staining -PHP 150.00 * Wet Smear/ KOH -PHP 150.00 <p>F. Serology/ Blood Banking</p> <ul style="list-style-type: none"> * ABO-Rh Typing -PHP 200.00 * Hepa B Surface Ag -PHP 250.00 <p>*HBA1C -PHP 700.00</p> <ul style="list-style-type: none"> * VDRL/ Syphilis -PHP 250.00 * Rapid Screen Testing - Non-Charge * Dengue NS1 - PHP1,200.00 * Dengue Duo -PHP 1,200.00 * Typhidot -PHP 600.00 * Cross Matching -PHP 700.00 <p>G. COVID Rapid Ag Test -PHP 850.00</p> <p>H. Special Examinations</p> <ul style="list-style-type: none"> * Troponin I -PHP 1,000.00 * CK-MB -PHP1,000.00 * PSA -PHP 950.00 * TSH -PHP 650.00 * T3 -PHP 600.00 * T4 -PHP 600.00 * fT3-PHP 650.00 * fT4 -PHP 650.00 * HbA1c -PHP 700.00 <p>I. Newborn Screening</p> <ul style="list-style-type: none"> * Expanded Newborn Screening Test -PHP 1,800.00 	2 minutes	Laboratory Aide I Laboratory Department



9. None	9. Validates and signs the result of laboratory test requested.	None	5 minutes	Medical Technologist II or Medical Technologist I and Pathologist Laboratory Department
10. Receives laboratory result for physicians evaluation and management	10. Forwards laboratory result to the Emergency Room	None	5 minutes	Laboratory Aide I Laboratory Department
11. Receives patient's clearance slip for billing and payment	11. Instructs clearance signing	None	3 minutes	Nurse II or Nurse I Emergency Room
12. Proceeds to the Laboratory for clearance signing	12. Signs the patients clearance	None	1 minute	Laboratory Aide I Laboratory Department
13. Returns to the emergency room/ holding area to present the accomplished clearance slip and official receipt to the nurse on duty	13. Receives accomplished clearance slip and validates the official receipt. 13.1. Discharge the patient	None	2 minutes	Nurse II or Nurse I Emergency Room
TOTAL:	A. All Stat Procedures - Depends on the procedure B. Clinical Microscopy * Routine Urinalysis - PHP 80.00 * Routine Fecalalysis - PHP80.00 * Fecal Occult Blood - PHP300.00 * Pregnancy Test -PHP150.00 C. Hematology *CBC -PHP 230.00 * CBC with Platelet Count -PHP 275.00 * CT BT -PHP 100.00 * Protime (PT) -PHP 500.00 *Prothrombine Time (PTT) -PHP 750.00 *Peripheral Smear - PHP 450.00 * Activated Partial Thromboplastine Time (APTT) -PHP 750.00 * Malarial Smear - PHP 100.00 D. Blood Chemistry *RBS (Capillary Blood -PHP 150.00 Glucose) * FBS -PHP150.00 * BUN -PHP 150.00 * Creatinine -PHP 150.00 * Cholesterol -PHP 150.00 * Blood Uric Acid -PHP 150.00 * Tryglycerides -PHP 250.00 * HDL/LDL - PHP 500.00 * SGOT -PHP 230.00 * SGPT -PHP 230.00 * Na, K, Cl package -PHP 600.00	4 hours, 42 minutes		



<p>E. Microbiology * AFB Staining (Sputum) / Trugnat - Non-Charge * GRAM Staining -PHP 150.00 * Wet Smear/ KOH -PHP 150.00</p> <p>F. Serology/ Blood Banking * ABO-Rh Typing -PHP 200.00 * Hepa B Surface Ag -PHP 250.00 *HBA1C -PHP 700.00 * VDRL/ Syphilis -PHP 250.00 * Rapid Screen Testing - Non-Charge * Dengue NS1 - PHP1,200.00 * Dengue Duo -PHP 1,200.00 * Typhidot -PHP 600.00 * Cross Matching -PHP 700.00</p> <p>G. COVID Rapid Ag Test -PHP 850.00</p> <p>H. Special Examinations * Troponin I -PHP 1,000.00 * CK-MB -PHP1,000.00 * PSA -PHP 950.00 * TSH -PHP 650.00 * T3 -PHP 600.00 * T4 -PHP 600.00 * FT3-PHP 650.00 * FT4 -PHP 650.00 * HbA1c -PHP 700.00</p> <p>I. Newborn Screening * Expanded Newborn Screening Test -PHP 1,800.00</p>	<p>4 hours, 42 minutes</p>
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22. Blood tests, Urinalysis, Fecalysis and other Blood Exams for In-Patients

Blood tests, Urinalysis, Fecalysis and other Body Fluids is important to be tested to determine the patient's health status.

Office or Division:	Orani District Hospital/Laboratory Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All patients admitted in the ward needing laboratory tests

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Laboratory request		Physician/ Ward Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONS-IBLE
1. Forwards laboratory request to laboratory department with the laboratory request receiving logbook to be signed by the Laboratory Aide on duty	1. Receives laboratory request from Ward nurse on duty and signs the laboratory request receiving log-book	None	1 minutes	<i>Laboratory Aide I</i> Laboratory Department
2. None	2. Checks availability of test procedure.	None	5 minutes	<i>Medical Technologist II</i> <i>or Medical Technologist I</i> Laboratory Department
3. None	3. Proceeds to ward and locates the patient. 3.1. Identifies patient and prepares for blood collection. 3.2. Explains procedure to the patient and watcher.	None	3 minutes	<i>Medical Technologist II</i> <i>or Medical Technologist I</i> Laboratory Department
4. None	4. Performs specimen collection	None	10 minutes	<i>Medical Technologist II</i> <i>or Medical Technologist I</i> Laboratory Department



5.None	5. Processes sample	None	<p>A. All Stat Procedures - Within 1 Hour</p> <p>B. Clinical Microscopy</p> <ul style="list-style-type: none"> * Routine Urinalysis - 30 minutes * Routine Fecalysis - 30 minutes * Occult Blood - 30 minutes * Pregnancy Test -30 minutes <p>C. Hematology</p> <ul style="list-style-type: none"> *CBC - 1 hour * Platelet Count - 1 hour * CT BT - 1 hour * Protime (PT) - 1 hour * Activated Partial Thromboplastine Time (APTT) - 1 hour * Malarial Smear - 1 hour <p>D. Blood Chemistry</p> <ul style="list-style-type: none"> *RBS (Capillary Blood - 5 minutes Glucose) * FBS - 4 hours * BUN - 4 hours * Creatinine - 4 hours * Cholesterol - 4 hours * Blood Uric Acid - 4 hours * Tryglycerides - 4 hours * HDL/LDL - 4 hours * SGOT - 4 hours * SGPT - 4 hours * Na, K, Cl package - 30 minutes <p>E. Microbiology</p> <ul style="list-style-type: none"> * AFB Staining (Sputum) / Trugnat - 2 hours * GRAM Staining - 1 hour * Wet Smear/ KOH - 1 hour <p>F. Serology/ Blood Banking</p> <ul style="list-style-type: none"> * ABO-Rh Typing - 10 minutes * Hepa B Surface Ag - 1 hours * VDRL/ Syphilis - 1 hours * Rapid Screen Testing - 1 hours * Dengue NS1 - 1 hours * Dengue Duo - 1 hours * Typhidot - 1 hours * Cross Matching - 2 hours <p>G. COVID Ag Test - 1 hours</p> <p>H. Special Examinations</p> <ul style="list-style-type: none"> * Troponin I - 1 hours * CK-MB - 1 hours * PSA - 1 hours * TSH - 1 hours * T3 - 1 hours * T4 - 1 hours * ft3- 1 hours * ft4 - 1 hours * HbA1c - 10 minutes <p>I. Newborn Screening</p> <ul style="list-style-type: none"> * Newborn Screening Test (Expanded) - 15 minutes 	<p><i>Medical Technologist II or Medical Technologist I</i> Laboratory Department</p>
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6. None	6. Encodes patient's transaction on iHOMIS	None	3 minutes	Laboratory Aide I Laboratory Department
7. None	7. Prints charge slip and forwards charge slip to the billing and cashier	<p>A. All Stat Procedures - Depends on the procedure</p> <p>B. Clinical Microscopy</p> <ul style="list-style-type: none"> * Routine Urinalysis - PHP 80.00 * Routine Fecalalysis - PHP80.00 * Fecal Occult Blood - PHP300.00 * Pregnancy Test -PHP150.00 <p>C. Hematology</p> <ul style="list-style-type: none"> *CBC -PHP 230.00 * CBC with Platelet Count -PHP 275.00 * CT BT -PHP 100.00 * Protime (PT) -PHP 500.00 <p>*Prothrombine Time (PTT) -PHP 750.00</p> <p>*Peripheral Smear - PHP 450.00</p> <ul style="list-style-type: none"> * Activated Partial Thromboplastine Time (APTT) -PHP 750.00 * Malarial Smear - PHP 100.00 <p>D. Blood Chemistry</p> <ul style="list-style-type: none"> *RBS (Capillary Blood -PHP 150.00 Glucose) * FBS -PHP150.00 * BUN -PHP 150.00 * Creatinine -PHP 150.00 * Cholesterol -PHP 150.00 * Blood Uric Acid -PHP 150.00 * Tryglycerides -PHP 250.00 * HDL/LDL - PHP 500.00 * SGOT -PHP 230.00 * SGPT -PHP 230.00 * Na, K, Cl package -PHP 600.00 <p>E. Microbiology</p> <ul style="list-style-type: none"> * AFB Staining (Sputum) / Trugnat - Non-Charge * GRAM Staining -PHP 150.00 * Wet Smear/ KOH -PHP 150.00 <p>F. Serology/ Blood Banking</p> <ul style="list-style-type: none"> * ABO-Rh Typing -PHP 200.00 * Hepa B Surface Ag -PHP 250.00 <p>*HBA1C -PHP 700.00</p> <ul style="list-style-type: none"> * VDRL/ Syphilis -PHP 250.00 * Rapid Screen Testing - Non-Charge * Dengue NS1 - PHP1,200.00 * Dengue Duo -PHP 1,200.00 * Typhidot -PHP 600.00 * Cross Matching -PHP 700.00 <p>G. COVID Rapid Ag Test -PHP 850.00</p> <p>H. Special Examinations</p> <ul style="list-style-type: none"> * Troponin I -PHP 1,000.00 * CK-MB -PHP1,000.00 * PSA -PHP 950.00 * TSH -PHP 650.00 * T3 -PHP 600.00 * T4 -PHP 600.00 * fT3-PHP 650.00 * fT4 -PHP 650.00 * HbA1c -PHP 700.00 <p>I. Newborn Screening</p> <ul style="list-style-type: none"> * Expanded Newborn Screening Test -PHP 1,800.00 	2 minutes	Laboratory Aide I Laboratory Department



8.. None	8. Validates and signs the result of laboratory test requested.	None	5 minutes	<i>Medical Technologist II or Medical Technologist I and Pathologist Laboratory Department</i>
9. Receives laboratory result and signs laboratory result releasing logbook	9. Releases result and secures ward nurse's signature in the laboratory releasing logbook	None	5 minutes	<i>Laboratory Aide I Laboratory Department</i>
TOTAL:		Depends on all incurred charges	4 hours, 34 minutes	

23. Blood tests, Urinalysis, Fecalysis and other Blood Exams for Walk-In and Out-Patients

General Laboratory Procedure for Out-Patients

Office or Division: Orani District Hospital/Laboratory Department

Classification: Simple

Type of Transaction: G2C- Government to Citizen

Who may avail: All Walk-In and Out-Patients needing laboratory tests

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Laboratory Request - 1 Original Copy of Valid ID/ Senior Citizen ID		Physician Patient		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the Laboratory and hands out the laboratory request for to the Laboratory Aide	1. Receives laboratory request form	None	5 minutes	<i>Laboratory Aide I Laboratory Department</i>
2. None	2. Validates patient information and requested procedure	None	3 minutes	<i>Medical Technologist II or Medical Technologist I Laboratory Department</i>
3. Proceeds to the blood extraction area for blood sample collection	3. Calls patient and verifies patient identity with the blood request form. 3.1. Explains procedure to patient and verifies adherence to fasting (if any)	None	5 minutes	<i>Medical Technologist II or Medical Technologist I Laboratory Department</i>



4. None	4. Collects blood sample	None	5 minutes	Medical Technologist II or Medical Technologist I
5. None	5. Processes sample	None	<p>A. All Stat Procedures - Within 1 Hour</p> <p>B. Clinical Microscopy</p> <ul style="list-style-type: none"> * Routine Urinalysis - 30 minutes * Routine Fecalysis - 30 minutes * Occult Blood - 30 minutes * Pregnancy Test -30 minutes <p>C. Hematology</p> <ul style="list-style-type: none"> *CBC - 1 hour * Platelet Count - 1 hour * CT BT - 1 hour * Protime (PT) - 1 hour * Activated Partial Thromboplastine Time (APTT) - 1 hour * Malarial Smear - 1 hour <p>D. Blood Chemistry</p> <ul style="list-style-type: none"> *RBS (Capillary Blood - 5 minutes Glucose) * FBS - 4 hours * BUN - 4 hours * Creatinine - 4 hours * Cholesterol - 4 hours * Blood Uric Acid - 4 hours * Tryglycerides - 4 hours * HDL/LDL - 4 hours * SGOT - 4 hours * SGPT - 4 hours * Na, K, Cl package - 30 minutes <p>E. Microbiology</p> <ul style="list-style-type: none"> * AFB Staining (Sputum) / Trugnat - 2 hours * GRAM Staining - 1 hour * Wet Smear/ KOH - 1 hour <p>F. Serology/ Blood Banking</p> <ul style="list-style-type: none"> * ABO-Rh Typing - 10 minutes * Hepa B Surface Ag - 1 hours * VDRL/ Syphilis - 1 hours * Rapid Screen Testing - 1 hours * Dengue NS1 - 1 hours * Dengue Duo - 1 hours * Typhidot - 1 hours * Cross Matching - 2 hours <p>G. COVID Ag Test - 1 hours</p> <p>H. Special Examinations</p> <ul style="list-style-type: none"> * Troponin I - 1 hours * CK-MB - 1 hours * PSA - 1 hours * TSH - 1 hours * T3 - 1 hours * T4 - 1 hours * FT3- 1 hours * FT4 - 1 hours * HbA1c - 10 minutes <p>I. Newborn Screening</p> <ul style="list-style-type: none"> * Newborn Screening Test (Expanded) - 15 minutes 	Medical Technologist II or Medical Technologist I Laboratory Department



6. Receives charge slip from the Laboratory Aide and proceeds to Cashier and Billing for payment process	6. Gives charge slip to patient and instructs payment process to the patient	<p>A. All Stat Procedures - Depends on the procedure</p> <p>B. Clinical Microscopy</p> <ul style="list-style-type: none"> * Routine Urinalysis - PHP 80.00 * Routine Fecalalysis - PHP80.00 * Fecal Occult Blood - PHP300.00 * Pregnancy Test -PHP150.00 <p>C. Hematology</p> <ul style="list-style-type: none"> *CBC -PHP 230.00 * CBC with Platelet Count -PHP 275.00 * CT BT -PHP 100.00 * Protime (PT) -PHP 500.00 <p>*Prothrombine Time (PTT) -PHP 750.00</p> <p>*Peripheral Smear - PHP 450.00</p> <ul style="list-style-type: none"> * Activated Partial Thromboplastine Time (APTT) -PHP 750.00 * Malarial Smear - PHP 100.00 <p>D. Blood Chemistry</p> <ul style="list-style-type: none"> *RBS (Capillary Blood -PHP 150.00 Glucose) * FBS -PHP150.00 * BUN -PHP 150.00 * Creatinine -PHP 150.00 * Cholesterol -PHP 150.00 * Blood Uric Acid -PHP 150.00 * Tryglycerides -PHP 250.00 * HDL/LDL - PHP 500.00 * SGOT -PHP 230.00 * SGPT -PHP 230.00 * Na, K, Cl package -PHP 600.00 <p>E. Microbiology</p> <ul style="list-style-type: none"> * AFB Staining (Sputum) / Trugnat - Non-Charge * GRAM Staining -PHP 150.00 * Wet Smear/ KOH -PHP 150.00 <p>F. Serology/ Blood Banking</p> <ul style="list-style-type: none"> * ABO-Rh Typing -PHP 200.00 * Hepa B Surface Ag -PHP 250.00 <p>*HBA1C -PHP 700.00</p> <ul style="list-style-type: none"> * VDRL/ Syphilis -PHP 250.00 * Rapid Screen Testing - Non-Charge * Dengue NS1 - PHP1,200.00 * Dengue Duo -PHP 1,200.00 * Typhidot -PHP 600.00 * Cross Matching -PHP 700.00 <p>G. COVID Rapid Ag Test -PHP 850.00</p> <p>H. Special Examinations</p> <ul style="list-style-type: none"> * Troponin I -PHP 1,000.00 * CK-MB -PHP1,000.00 * PSA -PHP 950.00 * TSH -PHP 650.00 * T3 -PHP 600.00 * T4 -PHP 600.00 * fT3-PHP 650.00 * fT4 -PHP 650.00 * HbA1c -PHP 700.00 <p>I. Newborn Screening</p> <ul style="list-style-type: none"> * Expanded Newborn Screening Test -PHP 1,800.00 	2 minutes	Laboratory Aide / Laboratory Department
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7. None	7. Validates and signs the result of laboratory test requested.	None	5 minutes	Medical Technologist II or Medical Technologist I and Pathologist
8. Returns to laboratory and presents Official Receipt to the laboratory	8. Receives official receipt and validate patient's payment	None	3 minutes	Laboratory Aide / Laboratory Department
9. Receives laboratory result from the laboratory aide	9. Prints and releases results to the patient	None	5 minutes	Laboratory Aide / Laboratory Department
TOTAL:		A. All Stat Procedures - Depends on the procedure B. Clinical Microscopy * Routine Urinalysis - PHP 80.00 * Routine Fecalalysis - PHP80.00 * Fecal Occult Blood - PHP300.00 * Pregnancy Test -PHP150.00 C. Hematology *CBC -PHP 230.00 * CBC with Platelet Count -PHP 275.00 * CT BT -PHP 100.00 * Protine (PT) -PHP 500.00 *Prothrombine Time (PTT) -PHP 750.00 *Peripheral Smear - PHP 450.00 * Activated Partial Thromboplastine Time (APTT) - PHP 750.00 * Malarial Smear - PHP 100.00 D. Blood Chemistry *RBS (Capillary Blood -PHP 150.00 Glucose) * FBS -PHP150.00 * BUN -PHP 150.00 * Creatinine -PHP 150.00 * Cholesterol -PHP 150.00 * Blood Uric Acid -PHP 150.00 * Tryglycerides -PHP 250.00 * HDL/LDL - PHP 500.00 * SGOT -PHP 230.00 * SGPT -PHP 230.00 * Na, K, Cl package -PHP 600.00 I. Newborn Screening * Expanded Newborn Screening Test -PHP 1,800.00	4 hours, 33 minutes	



	E. Microbiology * AFB Staining (Sputum) / Trugnat - Non-Charge * GRAM Staining -PHP 150.00 * Wet Smear/ KOH -PHP 150.00 F. Serology/ Blood Banking * ABO-Rh Typing -PHP 200.00 * Hepa B Surface Ag -PHP 250.00 *HBA1C -PHP 700.00 * VDRL/ Syphilis -PHP 250.00 * Rapid Screen Testing - Non-Charge * Dengue NS1 - PHP1,200.00 * Dengue Duo -PHP 1,200.00 * Typhidot -PHP 600.00 * Cross Matching -PHP 700.00 G. COVID Rapid Ag Test -PHP 850.00 H. Special Examinations * Troponin I -PHP 1,000.00 * CK-MB -PHP1,000.00 * PSA -PHP 950.00 * TSH -PHP 650.00 * T3 -PHP 600.00 * T4 -PHP 600.00 * fT3-PHP 650.00 * fT4 -PHP 650.00 * HbA1c -PHP 700.00 I. Newborn Screening * Expanded Newborn Screening Test		
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24. Radiology Procedures (General X-ray Services for ER Patients)

Radiology x-ray used to diagnose or treat patients by recording images of the internal structure of the body to assess the presence or absence of disease, foreign objects, and structural damage or

Office or Division:	Orani District Hospital/Radiology Department
Classification:	Simple
Type of Transaction:	Government to Citizen/ Government to Government
Who may avail:	ER Patients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of X-RAY Request		Attending or Requesting Physician		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON RESPON-
1. Proceeds to radiology department receiving window	1. Receives radiology request form	None	1 minute	Radiologic Technologist II or Radiologic Technologist I Radiology Department
2. None	2. Validates patient information, procedure, and patient's chief complaint and history.	None	3 minutes	Radiologic Technologist II or Radiologic Technologist I Radiology Department



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. None	3. Logs patient's data to the record book and accomplishment	None	1 minute	<i>Radiologic Technologist I or Administrative Aide III</i> Radiology Department
4. None	4. Prepares the X-ray machine and other equipments that will be used for the examination.	None	5 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
5. None	5. Informs the ER Nurse on Duty to transport the patient to the Radiology Department	None	1 minute	<i>Administrative Adie III</i> Radiology Department
6.. Transports patient to the Radiology Room by the Utility personnel via wheelchair or stretcher	6. Receives patient from the Emergency Room and explains the procedure to the patient including its contraindication. 6.1. Instructs patient's personal preparation prior to diagnostic examination	None	5 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
7. Proceeds to the radiologic room for examination	7. Position and perform radiologic study based on the procedure requested by the physician and examine the patient.	None	* Chest PA - 5 minutes *Ankle APL- 5 minutes *Knee Bilateral AP- 5minutes *Apicolordotic View- 8 minutes *Chest AP - 8 minutes *Chest AP Sitting- 8 minutes *Arm (Humerus) APL - 8 minutes *Clavicle AP - 8 minutes *Elbow AP -8 minutes *Scapula AP-8 minutes *Shoulder AP - 8	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department



7. Proceeds to the radiologic room for examination	7. Position and perform radiologic study based on the procedure requested by the physician and examine the patient.	None	<ul style="list-style-type: none"> *Shoulder AP - 8 minutes *Towne's View -8 minutes *Water's View-8 minutes *Wrist APL - 8 minutes *KUB - 8 minutes *Forearm APL - 10 minutes *Foot APL -10 minutes *Foot APO -10 minutes *Hand/Digit APL -10 minutes *Hand/Digit APO-10 minutes *Hip/Pelvic AP- 10 minutes *Knee APL - 10 minutes *Leg APL - 10 minutes *Mandible APL - 10 minutes *Nasal Bone (R&L) - 10 minutes *Oscalsis view - 10 minutes *Pelvic (Frog Leg View)- 10 minutes *Femur/Thigh APL - 10 minutes *Thoracic Cage AP - 10 minutes *Zygomatic View - 10 minutes *Abdomen Lateral -10 minutes *Abdomen Upright -10 minutes *Babygram/ Fetus Gram -15 minutes *Elbow Bilateral - 15 minutes *Clavicle Bilateral -15 minutes *Forearm Bilateral - 15 minutes *Hand Bilateral - 15 minutes *Knee Bilateral - 15 minutes *Foot Bilateral - 15 minutes *Leg Bilateral - 15 minutes *Sacrum APL -15 minutes *Shoulder APL - 15 minutes *Wrist Bilateral -15 minutes *Chest Lateral Decubitus - 20 minutes 	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
8.None	8. Examine the radiograph for quality control and assurance before printing	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
9. None	9. Processes the printing of the radiograph	None	3 minutes	<i>Administrative Aide III</i> Radiology Department



10. Signs the accomplishment form	10. Secures patient's signature on the accomplishment report form	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
11. Transports back to the Emergency Room by the utility	11. Informs the Emergency Room Nurse on Duty that the patient may be transported back to the ward	None	1 minute	<i>Radiologic Technologist I or Administrative Aide III</i> Radiology Department
12. Receives the Radiograph for the requesting physician's initial reading	12. Endorses patient's radiograph to the Nurse on Duty for Physician's initial reading. 12.1. Advises the patient's relative to return the film on Radiology Department for official reading	None	2 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
13. None	13. Encodes patient's transaction on iHOMIS including charge number and number film utilized	None	3 minutes	<i>Radiologic Technologist I or Administrative Aide III</i> Radiology Department
14. None	14. Prints charge slip and forwards charge slip to the billing section	SEE LIST OF FEES	3 minutes	<i>Administrative Aide III</i> Radiology Department

LIST OF FEES

<ul style="list-style-type: none"> *Abdomen U/S - PHP 450.00 *Abdomen Lateral - PHP 300.00 *Abdomen Plain - PHP 300.00 *Abdomen APL - PHP 400.00 *Abdomen AP/Supine - PHP 250.00 *Abdomen Scout Film - PHP 300.00 *Ankle AP/L - PHP 250.00 *Ankle Bilateral - PHP 400.00 *Apicolordotic View - PHP 200.00 *Arm (Humerus) AP/L - PHP 250.00 *Arm (Humerus) Bilateral - PHP 450.00 *Barium Enema - PHP 1,600.00 *Baby Gram AP/L - PHP 550.00 *Calcaneus - PHP 300.00 *Cervical AP/L - PHP 350.00 *Chest AP Sitting - PHP 200.00 *Chest PA (Adult) - PHP 350.00 	<ul style="list-style-type: none"> *Chest AP (Portable) - PHP 400.00 *Chest AP/L Adult (Portable) - PHP 400.00 *Chest AP/L Child (Portable) - PHP 350.00 *Chest AP/L (Adult) - PHP 350.00 *Chest AP/L (Child) - PHP 350.00 *Chest Scout Film - PHP 350.00 *Chest Lateral Decubitus - PHP 250.00 *Cervical Spine APL - PHP 320.00 *Cervical AP - PHP 250.00 *Cervical AP/L/O - PHP 500.00 *Cervico-Thoracic AP/L - PHP 400.00 *Cervico-Thoracic AP/L/O - PHP 500.00 *Chole G.I. Series - PHP 1,300.00 *Clavicle AP - PHP 250.00 *Clavicle Bilateral - PHP 400.00 *Coccyx AP/L - PHP 350.00
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- *Elbow AP/L - PHP 250.00
- *Elbow AP/L (Portable) - PHP 250.00
- *Elbow Bilateral - PHP 400.00
- *Esophagram - PHP 550.00
- *Foot AP/O - PHP 250.00
- *Foot AP/O (Portable) - PHP 300.00
- *Forearm AP/L - PHP 250.00
- *Forearm Bilateral - PHP 400.00
- *Forearm AP/L (Portable) - PHP 450.00
- *Femur AP/L (Adult) - PHP 300.00
- *Femur AP/L (Child) - PHP 250.00
- *Femur AP/L Portable - PHP 450.00
- *Hand Bilateral - PHP 450.00
- *Hand AP/O - PHP 250.00
- *Hand AP/O Portable - PHP 300.00
- *Hip Joint - PHP 300.00
- *Humerus AP/L - PHP 250.00
- *Humerus AP/L Portable - PHP 300.00
- *Knee Bilateral - PHP 450.00
- *Knee AP/L - PHP 250.00
- *Knee AP/L Portable - PHP 300.00
- *KUB Plain - PHP 250.00
- *KUB IVP - PHP 1,200.00
- *Leg Bilateral - PHP 400.00
- *Leg AP/L (Adult) - PHP 250.00
- *Leg AP/L (Child) - PHP 250.00
- *Leg AP/L Portable - PHP 350.00
- *Lordotic View - PHP 350.00
- *Lumbosacral AP - PHP 300.00
- *Lumbosacral AP/L - PHP 350.00
- *Lumbosacral AP/L/O - PHP 480.00
- *Mandible AP - PHP 250.00

- *Mandible AP/L - PHP 420.00
- *Mastoid - PHP 450.00
- *Maxilla Bilateral - PHP 350.00
- *Nasal Bone - PHP 250.00
- *Oral Chole - PHP 550.00
- *Pelvic AP - PHP 300.00
- *Pelvic AP/O - PHP 350.00
- *Pelvic Frogleg - PHP 300.00
- *Pelvimetry - PHP 550.00
- *Paranasal Sinuses - PHP 450.00
- *Rib Cage (Adult) - PHP 300.00
- *Rib Cage (Child) - PHP 250.00
- *Rib Cage Portable - PHP 300.00
- *Sacrum AP/L - PHP 400.00
- *Shoulder Bilateral - PHP 400.00
- *Shoulder AP - PHP 250.00
- *Scapula AP - PHP 250.00
- *Sternum L/O - PHP 350.00
- *Skull AP - PHP 250.00
- *Skull AP/L - PHP 450.00
- *Skull Series - PHP 350.00
- *Skull Caldwell - PHP 450.00
- *Skull Towne's View - PHP 250.00
- *Skull Water's View - PHP 250.00
- *Skull Rheese View - PHP 300.00
- *Submandibular View - PHP 200.00
- *Small Intestinal Series - PHP 800.00
- *Temporomandibular Joint - PHP 320.00
- *Thigh (Femur) AP/L - PHP 250.00
- *Thigh (Femur) Bilateral - PHP 400.00
- *Thoracic Spine AP - PHP 200.00
- *Thoracic Spine AP/L - PHP 350.00
- *Thoracic Spine AP/L/O - PHP 480.00
- *Thoracic Cage - PHP 300.00
- *Thoraco Lumbar AP/L - PHP 450.00
- *Thoraco Lumbar AP/L/O - PHP 480.00
- *Upper G.I. Series - PHP 1,000.00
- *Wrist Bilateral - PHP 400.00
- *Wrist AP/L - PHP 250.00
- *Wrist AP/L Portable - PHP 250.00
- *Zygomatic View - PHP 200.00
- *Zygomatic AP/L - PHP 300.00
- **Ultrasound Initial Scan - PHP 80.00

15. Receives patient's clearance slip for billing and payment	15. Instructs clearance signing and advice patient's significant other to return the radiograph to the Radiology Department	None	3 mins	Nurse II or Nurse I Triage/Emergency Room
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16. Returns radiograph to the radiology department and have the radiologist on duty sign the clearance	16. Receives the radiograph and signs the patient's clearance	None	1 minute	Administrative Aide III Radiology Department
17. None	17. Advises patient/significant others to come back after 5 days for the official result. 17.1. Advise to present Official Receipt on the scheduled date	None	2 minutes	Administrative Aide III Radiology Department
18. Returns to the emergency room and present the accomplished clearance slip and official receipt to the nurse on duty	18. Receives accomplished clearance slip and validates the official receipt. 18.1. Discharge the patient	None	2 minutes	Nurse II or Nurse I Triage/Emergency Room
TOTAL:		Varies depending on all incurred charges	58 minutes	

25. Radiology Procedures (General X-ray Services for OPD/Walk-In Patients)

Radiology x-ray used to diagnose or treat patients by recording images of the internal structure of the body to assess the presence or absence of disease, foreign objects, and structural damage or

Office or Division:	Orani District Hospital/ Radiology Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	OPD/Walk-In Patients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of X-RAY Request		Attending or Requesting Physician Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to radiology department receiving window	1. Receives radiology request form	None	1 minute	Radiologic Technologist II or Radiologic Technologist I Radiology Department



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to radiology department receiving window	1. Receives radiology request form	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I Radiology Department</i>
2. None	2. Validates patient information, procedure, and patient's chief complaint and history.	None	3 minutes	<i>Radiologic Technologist II or Radiologic Technologist I Radiology Department</i>
3. None	3. Explains the procedure to the patient including its contraindication. 3.1. Instructs patient's personal preparation prior to diagnostic examination	None	2 minutes	<i>Radiologic Technologist II or Radiologic Technologist I Radiology Department</i>
4. None	4. Prepares the X-ray machine and other equipment that will be used for the examination.	None	5 minutes	<i>Radiologic Technologist II or Radiologic Technologist I Radiology Department</i>



<p>5. Proceeds to the radiology room for examination</p>	<p>5. Positions the patient and performs the radiologic study based on the procedure requested by the physician.</p>	<p>None</p>	<ul style="list-style-type: none"> * Chest PA - 5 minutes *Ankle APL- 5 minutes *Knee Bilateral AP-5minutes *Apicolordotic View- 8 minutes *Chest AP - 8 minutes *Chest AP Sitting- 8 minutes *Arm (Humerus) APL- 8 minutes *Clavicle AP - 8 minutes *Elbow AP -8 minutes *Scapula AP-8 minutes *Shoulder AP - 8 minutes *Towne's View -8 minutes *Water's View-8 minutes *Wrist APL - 8 minutes *KUB - 8 minutes *Forearm APL - 10 minutes *Foot APL -10 minutes *Foot APO -10 minutes *Hand/Digit APL -10 minutes *Hand/Digit APO-10 minutes *Hip/Pelvic AP- 10 minutes *Knee APL - 10 minutes *Leg APL - 10 minutes *Mandible APL - 10 minutes *Nasal Bone (R&L) - 10 minutes *Oscalsis view - 10 minutes *Pelvic (Frog Leg View)- 10 minutes *Femur/Thigh APL - 10 minutes *Thoracic Cage AP - 10 minutes *Zygomatic View - 10 minutes *Abdomen Lateral -10 minutes *Abdomen Upright -10 minutes *Babygram/ Fetus Gram -10-15 minutes *Elbow Bilateral - 10-15 minutes *Clavicle Bilateral -15 minutes *Forearm Bilateral - 15 minutes *Hand Bilateral - 15 minutes *Knee Bilateral - 15 minutes *Foot Bilateral - 15 minutes *Leg Bilateral - 15 minutes *Sacrum APL -15 minutes *Shoulder APL - 15 minutes *Wrist Bilateral -15 minutes *Chest Lateral Decubitus - 15-20 minutes 	<p><i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department</p>
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6. None	6. Inputs patient's data to the radiology log book and accomplishment report form. 6.1. Instruct the patient or relative to sign the space	None	2 minute	<i>Administrative Aide III Radiology Department</i>
7. Proceeds to cashier for payment	7. Gives the charge slip and instructs patient or patient's significant other to settle bill to the billing and cashier's section	SEE LIST OF FEES	3 minutes	<i>Administrative Aide III Radiology Department</i>

LIST OF FEES

- *Abdomen U/S - PHP 450.00
- *Abdomen Lateral - PHP 300.00
- *Abdomen Plain - PHP 300.00
- *Abdomen APL - PHP 400.00
- *Abdomen AP/Supine - PHP 250.00
- *Abdomen Scout Film -PHP 300.00
- *Ankle AP/L - PHP 250.00
- *Ankle Bilateral - PHP 400.00
- *Apicolordotic View - PHP 200.00
- *Arm (Humerus) AP/L - PHP250.00
- *Arm (Humerus) Bilateral - PHP 450.00
- *Barium Enema - PHP 1,600.00
- *Baby Gram AP/L - PHP 550.00
- *Calcaneus - PHP 300.00
- * Cervical AP/L - PHP 350.00
- * Chest AP Sitting - PHP 200.00
- *Chest PA (Adult) - PHP 350.00
- *Chest PA (Child) - PHP 360.00
- *Chest AP (Portable) - PHP 400.00
- *Chest AP/L Adult (Portable) - PHP 400.00
- *Chest AP/L Child (Portable) - PHP 350.00
- *Chest AP/L (Adult) - PHP 350.00
- *Chest AP/L (Child) - PHP 350.00
- *Chest Scout Film - PHP 350.00
- *Chest Lateral Decubitus - PHP 250.00
- *Cervical Spine APL - PHP 320.00
- *Cervical AP - PHP 250.00
- *Cervical AP/L/O - PHP 500.00
- *Cervico-Thoracic AP/L - PHP 400.00
- *Cervico-Thoracic AP/L/O- PHP 500.00
- *Chole G.I. Series - PHP 1,300.00
- *Clavicle AP - PHP 250.00
- *Clavicle Bilateral - PHP 400.00
- *Coccyx AP/L - PHP 350.00
- *Elbow AP/L - PHP 250.00
- *Elbow AP/L (Portable) - PHP 250.00
- *Elbow Bilateral - PHP 400.00
- *Esophagram - PHP 550.00
- *Foot AP/O - PHP 250.00

- *Foot AP/O (Portable) - PHP 300.00
- *Forearm AP/L - PHP 250.00
- *Forearm Bilateral - PHP 400.00
- *Forearm AP/L (Portable) - PHP 450.00
- *Femur AP/L (Adult) - PHP 300.00
- *Femur AP/L (Child) - PHP 250.00
- *Femur AP/L Portable - PHP 450.00
- *Hand Bilateral - PHP 450.00
- *Hand AP/O - PHP 250.00
- *Hand AP/O Portable - PHP 300.00
- *Hip Joint - PHP 300.00
- *Humerus AP/L - PHP 250.00
- *Humerus AP/L Portable - PHP 300.00
- *Knee Bilateral - PHP 450.00
- *Knee AP/L - PHP 250.00
- *Knee AP/L Portable - PHP 300.00
- *KUB Plain - PHP 250.00
- *KUB IVP - PHP 1,200.00
- *Leg Bilateral - PHP 400.00
- *Leg AP/L (Adult) - PHP 250.00
- *Leg AP/L (Child) - PHP 250.00
- *Leg AP/L Portable - PHP 350.00
- *Lordotic View - PHP 350.00
- *Lumbosacral AP - PHP 300.00
- *Lumbosacral AP/L - PHP 350.00
- *Lumbosacral AP/L/O- PHP480.00
- *Mandible AP - PHP 250.00
- *Mandible AP/L - PHP 420.00
- *Mastoid - PHP 450.00
- *Maxilla Bilateral - PHP350.00
- *Nasal Bone - PHP 250.00
- *Oral Chole - PHP 550.00
- *Pelvic AP - PHP 300.00
- *Pelvic AP/O - PHP 350.00
- *Pelvic Frogleg - PHP 300.00
- *Pelvimetry - PHP 550.00
- *Paranasal Sinuses - PHP 450.00
- *Rib Cage (Adult) - PHP 300.00
- *Rib Cage (Child) - PHP 250.00



*Shoulder Bilateral - PHP 400.00
*Shoulder AP - PHP 250.00
*Scapula AP - PHP 250.00
*Sternum L/O - PHP 350.00
*Skull AP - PHP 250.00
*Skull AP/L - PHP 450.00
*Skull Series - PHP 350.00
*Skull Caldwell - PHP 450.00
*Skull Towne's View - PHP 250.00
*Skull Water's View - PHP 250.00
*Skull Rheese View - PHP 300.00
*Submandibular View - PHP 200.00
*Small Intestinal Series - PHP 800.00
*Temporomandibular Joint - PHP 320.00
*Thigh (Femur) AP/L - PHP250.00
*Thigh (Femur) Bilateral - PHP 400.00
*Thoracic Spine AP - PHP 200.00
*Thoracic Spine AP/L - PHP350.00
*Thoracic Spine AP/L/O - PHP 480.00
*Thoracic Cage - PHP 300.00
*Thoraco Lumbar AP/L - PHP 450.00
*Thoraco Lumbar AP/L/O - PHP 480.00
*Upper G.I. Series - PHP 1,000.00
*Wrist Bilateral - PHP 400.00
*Wrist AP/L - PHP 250.00
*Wrist AP/L Portable - PHP 250.00
*Zygomatic View - PHP 200.00
*Zygomatic AP/L - PHP 300.00
*Duplicate Copy (A4 Photopaper Radiograph) - PHP 50.00
*Duplicate Copy (Dry View Laser Film) - PHP 150.00
*Ultracound Initial Scan - PHP 80.00
*Humerus AP/L - PHP 250.00
*Humerus AP/L Portable - PHP 300.00
*Knee Bilateral - PHP 450.00
*Knee AP/L - PHP 250.00
*Knee AP/L Portable - PHP 300.00
*KUB Plain - PHP 250.00
*KUB IVP - PHP 1,200.00
**Leg Bilateral - PHP 400.00
*Leg AP/L (Adult) - PHP 250.00
*Leg AP/L (Child) - PHP 250.00
*Leg AP/L Portable - PHP 350.00
*Lordotic View - PHP 350.00
*Lumbosacral AP - PHP 300.00
*Lumbosacral AP/L - PHP 350.00
*Lumbosacral AP/L/O- PHP480.00

*Mandible AP - PHP 250.00
*Mandible AP/L - PHP 420.00
*Mastoid - PHP 450.00
*Maxilla Bilateral - PHP350.00
*Nasal Bone - PHP 250.00
*Oral Chole - PHP 550.00
*Pelvic AP - PHP 300.00
*Pelvic AP/O - PHP 350.00
*Pelvic Frogleg - PHP 300.00
*Pelvimetry - PHP 550.00
*Paranasal Sinuses - PHP 450.00
*Rib Cage (Adult) - PHP 300.00
*Rib Cage (Child) - PHP 250.00
*Rib Cage Portable - PHP300.00
*Sacrum AP/L - PHP 400.00
*Shoulder Bilateral - PHP 400.00
*Shoulder AP - PHP 250.00
*Scapula AP - PHP 250.00
*Sternum L/O - PHP 350.00
*Skull AP - PHP 250.00
*Skull AP/L - PHP 450.00
*Skull Series - PHP 350.00
*Skull Caldwell - PHP 450.00
*Skull Towne's View - PHP 250.00
*Skull Water's View - PHP 250.00
*Skull Rheese View - PHP 300.00
*Submandibular View - PHP 200.00
*Small Intestinal Series - PHP 800.00
*Temporomandibular Joint - PHP 320.00
*Thigh (Femur) AP/L - PHP250.00
*Thigh (Femur) Bilateral - PHP 400.00
*Thoracic Spine AP - PHP 200.00
*Thoracic Spine AP/L - PHP350.00
*Thoracic Spine AP/L/O - PHP 480.00
*Thoracic Cage - PHP 300.00
*Thoraco Lumbar AP/L - PHP 450.00
*Thoraco Lumbar AP/L/O - PHP 480.00
*Upper G.I. Series - PHP 1,000.00
*Wrist Bilateral - PHP 400.00
*Wrist AP/L - PHP 250.00
*Wrist AP/L Portable - PHP 250.00
*Zygomatic View - PHP 200.00
*Zygomatic AP/L - PHP 300.00
*Duplicate Copy (A4 Photopaper Radiograph) - PHP 50.00
*Duplicate Copy (Dry View Laser Film) - PHP 150.00
*Ultracound Initial Scan - PHP 80.00



8. Returns to Radiology Department and presents Official Receipt to Radiology staff	8. Verifies official receipt and instruct patient to proceed to the radiology waiting area	None	1 minute	<i>Administrative Aide III</i> Radiology Department
9. None	9. Examines the radiograph (quality control and assurance) before releasing to the patient	None	1 minute	<i>Radiologic Technologist II</i> <i>or Radiologic Technologist I</i> Radiology Department
10. Proceeds to Radiology waiting area while waiting for the release of X-ray film	10. Processes the printing of the radiograph	None	3 minutes	<i>Administrative Aide III</i> Radiology Department
11. Receives radiograph and signs the Radiology Accomplishment form	11. Releases radiograph to the patient and advise patient to return the X-ray film after consultation	None	2 minutes	<i>Administrative Aide III</i> Radiology Department
12. Returns the radiograph to the radiology department after consultation	12. Receives the X-ray film and inform the patient/significant other to come back after 5 days with the official receipt for the release of X-ray Official Reading Result	None	1 minute	<i>Administrative Aide III</i> Radiology Department
TOTAL:		Varies depending on all incurred charges	44 minutes	



26. Radiology Procedures (General X-ray Services for In-Patients)

Radiology x-ray used to diagnose or treat patients by recording images of the internal structure of the body to assess the presence or absence of disease, foreign objects, and structural damage or

Office or Division:	Orani District Hospital/Radiology Department
Classification:	Simple
Type of Transac-	G2G- Government to Government/ G2C-Government to Citizen
Who may avail:	In-Patients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of X-RAY Request		Attending or Requesting Physician Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Forwards x-ray request to radiology department with the radiology request receiving logbook to be signed by the Radiologic Technologist on duty	1. Receives radiology request form Ward nurse on duty and signs the radiology request receiving logbook	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
2. None	2. Validates patient information, procedure, and patient's chief complaint	None	3 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i>
3. None	3. Logs patient's data to the record book and accomplishment report	None	1 minute	<i>Administrative Aide III</i> Radiology Department
4. None	4. Prepares the X-ray machine and other equipments that will be used for the examination.	None	5 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
5. None	5. Informs the Ward Nurse on Duty to transport the patient to the Radiology Department	None	1 minute	<i>Administrative Aide III</i> Radiology Department
6. Transports patient to the Radiology Room by the Utility personnel via wheelchair or stretcher	6. Receives patient from the ward and explains the procedure to the patient including its contraindication. 6.1. Instructs patient's personal preparation prior to diagnostic examination	None	5 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department



7. None	7. Positions the patient and performs the radiologic study based on the procedure requested by the physician.	None	<p> ** Chest PA - 5 minutes *Ankle APL- 5 minutes *Knee Bilateral AP-5minutes *Apicolordotic View- 8 minutes *Chest AP - 8 minutes *Chest AP Sitting- 8 minutes *Arm (Humerus) APL- 8 minutes *Clavicle AP - 8 minutes *Elbow AP -8 minutes *Scapula AP-8 minutes *Shoulder AP - 8 minutes *Towne's View -8 minutes *Water's View-8 minutes *Wrist APL - 8 minutes *KUB - 8 minutes *Forearm APL - 10 minutes *Foot APL -10 minutes *Foot APO -10 minutes *Hand/Digit APL -10 minutes *Hand/Digit APO-10 minutes *Hip/Pelvic AP- 10 minutes *Knee APL - 10 minutes *Leg APL - 10 minutes *Mandible APL - 10 minutes *Nasal Bone (R&L) - 10 minutes *Oscalsis view - 10 minutes *Pelvic (Frog Leg View)- 10 minutes *Femur/Thigh APL - 10 minutes *Thoracic Cage AP - 10 minutes *Zygomatic View - 10 minutes *Abdomen Lateral -10 minutes *Abdomen Upright -10 minutes *Babygram/ Fetus Gram -15 minutes *Elbow Bilateral - 15 minutes *Clavicle Bilateral -15 minutes *Forearm Bilateral - 15 minutes *Hand Bilateral - 15 minutes *Knee Bilateral - 15 minutes *Foot Bilateral - 15 minutes *Leg Bilateral - 15 minutes *Sacrum APL -15 minutes *Shoulder APL - 15 minutes *Wrist Bilateral -15 minutes *Chest Lateral Decubitus - 20 minutes" </p>	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
8. None	8. Examines the radiograph for quality control and assurance before printing	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
9. None	9. Processes the printing of the radiograph	None	3 minutes	<i>Administrative Aide III</i> Radiology Department



10. Signs the accomplishment form	10. Secures patient's signature on the accomplishment report form	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I Radiology Department</i>
11. Transports back to the ward by the utility	11. Informs the Ward Nurse on Duty that the patient may be transported back to the ward	None	1 minute	<i>Administrative Aide III Radiology Department</i>
12. Receives the Radiograph for the requesting physician's initial reading	12. Endorses patient's radiograph to the Nurse on Duty for Physician's initial reading. 12.1. Advises the Nurse on Duty to return the film on Radiology Department after the initial reading	None	2 minutes	<i>Radiologic Technologist II or Radiologic Technologist I Radiology Department</i>
13. None	13. Encodes patient's transaction on iHOMIS including charge number and number film utilized	None	3 minutes	<i>Administrative Aide III Radiology Department</i>
14. None	14. Prints charge slip and forwards charge slip to the billing section	Refer on List of Fees	3 minutes	<i>Administrative Aide III Radiology Department</i>

LIST OF FEES

*Abdomen U/S - PHP 450.00
*Abdomen Lateral - PHP 300.00
*Abdomen Plain - PHP 300.00
*Abdomen APL - PHP 400.00
*Abdomen AP/Supine - PHP 250.00
*Abdomen Scout Film -PHP 300.00
*Ankle AP/L - PHP 250.00
*Ankle Bilateral - PHP 400.00
*Apicolordotic View - PHP 200.00
*Arm (Humerus) AP/L - PHP250.00
*Arm (Humerus) Bilateral - PHP 450.00
*Barium Enema - PHP 1,600.00
*Baby Gram AP/L - PHP 550.00
*Calcaneus - PHP 300.00
* Cervical AP/L - PHP 350.00
* Chest AP Sitting - PHP 200.00
*Chest PA (Adult) - PHP 350.00
*Chest PA (Child) - PHP 360.00
*Chest AP (Portable) - PHP 400.00
*Chest AP/L Adult (Portable) - PHP 400.00
*Chest AP/L Child (Portable) - PHP 350.00
*Chest AP/L (Adult) - PHP 350.00
*Chest AP/L (Child) - PHP 350.00
*Chest Scout Film - PHP 350.00
*Chest Lateral Decubitus - PHP 250.00
*Cervical Spine APL - PHP 320.00
*Cervical AP - PHP 250.00
*Cervical AP/L/O - PHP 500.00
*Cervico-Thoracic AP/L - PHP 400.00
*Cervico-Thoracic AP/L/O- PHP 500.00

Elbow AP/L - PHP 250.00
*Elbow AP/L (Portable) - PHP 250.00
*Elbow Bilateral - PHP 400.00
*Esophagram - PHP 550.00
*Foot AP/O - PHP 250.00
*Foot AP/O (Portable) - PHP 300.00
*Forearm AP/L - PHP 250.00
*Forearm Bilateral - PHP 400.00
*Forearm AP/L (Portable) - PHP 450.00
*Femur AP/L (Adult) - PHP 300.00
*Femur AP/L (Child) - PHP 250.00
*Femur AP/L Portable - PHP 450.00
*Hand Bilateral - PHP 450.00
*Hand AP/O - PHP 250.00
*Hand AP/O Portable - PHP 300.00
*Hip Joint - PHP 300.00
*Humerus AP/L - PHP 250.00
*Humerus AP/L Portable - PHP 300.00
*Knee Bilateral - PHP 450.00
*Knee AP/L - PHP 250.00
*Knee AP/L Portable - PHP 300.00
*KUB Plain - PHP 250.00
*KUB IVP - PHP 1,200.00
**Leg Bilateral - PHP 400.00
*Leg AP/L (Adult) - PHP 250.00
*Leg AP/L (Child) - PHP 250.00
*Leg AP/L Portable - PHP 350.00
*Lordotic View - PHP 350.00
*Lumbosacral AP - PHP 300.00
*Lumbosacral AP/L - PHP 350.00



- *Mandible AP - PHP 250.00
- *Mandible AP/L - PHP 420.00
- *Mastoid - PHP 450.00
- *Maxilla Bilateral - PHP350.00
- *Nasal Bone - PHP 25000
- *Oral Chole - PHP 550.00
- *Pelvic AP - PHP 300.00
- *Pelvic AP/O - PHP 350.00
- *Pelvic Frogleg - PHP 300.00
- *Pelvimetry - PHP 550.00
- *Paranasal Sinuses - PHP 450.00
- *Rib Cage (Adult) - PHP 300.00
- *Rib Cage (Child) - PHP 250.00
- *Rib Cage Portable - PHP300.00
- *Sacrum AP/L - PHP 400.00
- *Shoulder Bilateral - PHP 400.00
- *Shoulder AP - PHP 250.00
- *Scapula AP - PHP 250.00
- *Sternum L/O - PHP 350.00
- *Skull AP - PHP 250.00
- *Skull AP/L - PHP 450.00
- *Skull Series - PHP 350.00

- *Skull Caldwell - PHP 450.00
- *Skull Towne's View - PHP 250.00
- *Skull Water's View - PHP 250.00
- *Skull Rheese View - PHP 300.00
- *Submandibular View - PHP 200.00
- *Small Intestinal Series - PHP 800.00
- *Temporomandibular Joint - PHP 320.00
- *Thigh (Femur) AP/L - PHP250.00
- *Thigh (Femur) Bilateral - PHP 400.00
- *Thoracic Spine AP - PHP 200.00
- *Thoracic Spine AP/L - PHP350.00
- *Thoracic Spine AP/L/O - PHP 480.00
- *Thoracic Cage - PHP 300.00
- *Thoraco Lumbar AP/L - PHP 450.00
- *Thoraco Lumbar AP/L/O - PHP 480.00
- *Upper G.I. Series - PHP 1,000.00
- *Wrist Bilateral - PHP 400.00
- *Wrist AP/L - PHP 250.00
- *Wrist AP/L Portable - PHP 250.00
- *Zygomatic View - PHP 200.00
- *Zygomatic AP/L - PHP 300.00
- *Duplicate Copy (A4 Photopaper Radiograph) - PHP 50.00
- *Duplicate Copy (Dry View Laser Film) - PHP 150.00
- *Ultracound Initial Scan - PHP 80.00
- *Lumbosacral AP/L/O- PHP480.00

15. Returns radio-graph to Radiologic room	15. Receives the radiograph for official reading.		1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
TOTAL:		Varies depend- ing on all in- curred charges	51 minutes	



27. Radiology Procedures (MedicoLegal Patients)				
Radiology x-ray used to diagnose or treat patients by recording images of the internal structure of the body to assess the presence or absence of disease, foreign objects, and structural damage or anomaly.				
Office or Division:		Orani District Hospital/Radiology Department		
Classification:		SIMPLE TRANSACTION		
Type of Transaction:		Government to Citizen/ Government to Government		
Who may avail:		MEDICOLEGAL PATIENTS		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
X-RAY Request		Attending or Requesting Physician Nurse		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to radiology department receiving window	1. Receives the radiology request form	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
2. None	2. Prepares the X-ray machine and other equipment that will be used for the examination.	None	5 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
3. None	3. Informs the ER Nurse on Duty to transport the patient to the Radiology Department	None	1 minute	<i>Administrative Aide III</i> Radiology Department
4. Transports patient to the Radiology Room by the Utility personnel via wheelchair or stretcher	4. Receives patient from the Emergency Room/ Holding Area	None	3 minutes	<i>Administrative Aide III</i> Radiology Department
5. None	5. Validates patient information, procedure, and patient's chief complaint and history.	None	3 minutes	<i>Administrative Aide III</i> Radiology Department
6. Provides the correct data needed for Medico Legal purposes	6. Verifies Medico Legal data (Date of Incident, Time of Incident and Place of Incident)	None	2 minutes	<i>Administrative Aide III</i> Radiology Department
7. None	7. Logs patient's data to the record book and accomplishment report form.	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department



8. None	8. Explains the procedure to the patient including its contraindication. 8.1. Instructs patient's personal preparation prior to diagnostic examination	None	2 minutes	Radiologic Technologist II or Radiologic Technologist I Radiology Department
9.. Proceeds to the radiologic room for examination	9.. Positions the patient and performs the radiologic study based on the procedure requested by the physician.	None	<p>"* Chest PA - 5 minutes *Ankle APL- 5 minutes *Knee Bilateral AP-5minutes *Apicolordotic View- 8 minutes *Chest AP - 8 minutes *Chest AP Sitting- 8 minutes *Arm (Humerus) APL- 8 minutes *Clavicle AP - 8 minutes *Elbow AP -8 minutes *Scapula AP-8 minutes *Shoulder AP - 8 minutes *Towne's View -8 minutes *Water's View-8 minutes *Wrist APL - 8 minutes *KUB - 8 minutes *Forearm APL - 10 minutes *Foot APL -10 minutes *Foot APO -10 minutes *Hand/Digit APL -10 minutes *Hand/Digit APO-10 minutes *Hip/Pelvic AP- 10 minutes *Knee APL - 10 minutes *Leg APL - 10 minutes *Mandible APL - 10 minutes *Nasal Bone (R&L) - 10 minutes *Oscalsis view - 10 minutes *Pelvic (Frog Leg View)- 10 minutes *Femur/Thigh APL - 10 minutes *Thoracic Cage AP - 10 minutes *Zygomatic View - 10 minutes *Abdomen Lateral -10 minutes *Abdomen Upright -10 minutes *Babygram/ Fetus Gram -15 minutes *Elbow Bilateral - 15 minutes *Clavicle Bilateral -15 minutes *Forearm Bilateral - 15 minutes *Hand Bilateral - 15 minutes *Knee Bilateral - 15 minutes *Foot Bilateral - 15 minutes *Leg Bilateral - 15 minutes *Sacrum APL -15 minutes *Shoulder APL - 15 minutes *Wrist Bilateral -15 minutes *Chest Lateral Decubitus - 20 minutes"</p>	Radiologic Technologist II or Radiologic Technologist I Radiology Department



10. None	10. Examines the radiograph for quality control and assurance before printing	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
11. None	11. Processes the printing of the radiograph	None	3 minutes	<i>Administrative Aide III</i> Radiology Department
12. Signs the accomplishment form	12. Secures patient's signature on the accomplishment report form	None	1 minute	<i>Administrative Aide III</i> Radiology Department
13. Transports the patient back to the Emergency Room/ Holding Area by the utility via wheelchair/ stretcher	13. Informs the Emergency Room Nurse on Duty that the patient may be transported back to the emergency room	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
14. Receives the Radiograph for the requesting physician's initial reading	14. Endorses patient's radiograph to the Nurse on Duty for Physician's initial reading. 14.1. Advises the Nurse on Duty to return the film on Radiology Department after the initial reading	None	2 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
15. None	15. Encodes patient's transaction on iHOMIS including charge number and number film utilized	None	3 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Radiology Department
16. None	16. Prints charge slip and forwards charge slip to the billing section	Refer on List of fees	3 minutes	<i>Administrative Aide III</i> Radiology Department

LIST OF FEES

*Abdomen U/S - PHP 450.00
 *Abdomen Lateral - PHP 300.00
 *Abdomen Plain - PHP 300.00
 *Abdomen APL - PHP 400.00
 *Abdomen AP/Supine - PHP 250.00
 *Abdomen Scout Film -PHP 300.00
 *Ankle AP/L - PHP 250.00
 *Ankle Bilateral - PHP 400.00
 *Apicolordotic View - PHP 200.00
 *Arm (Humerus) AP/L - PHP250.00
 *Arm (Humerus) Bilateral - PHP 450.00
 *Barium Enema - PHP 1,600.00
 *Baby Gram AP/L - PHP 550.00
 *Calcaneus - PHP 300.00
 * Cervical AP/L - PHP 350.00
 * Chest AP Sitting - PHP 200.00
 *Chest PA (Adult) - PHP 350.00
 *Chest PA (Child) - PHP 360.00
 *Chest AP (Portable) - PHP 400.00
 *Chest AP/L Adult (Portable) - PHP 400.00

*Chest AP/L Child (Portable) - PHP 350.00
 *Chest AP/L (Adult) - PHP 350.00
 *Chest AP/L (Child) - PHP 350.00
 *Chest Scout Film - PHP 350.00
 *Chest Lateral Decubitus - PHP 250.00
 *Cervical Spine APL - PHP 320.00
 *Cervical AP - PHP 250.00
 *Cervical AP/L/O - PHP 500.00
 *Cervico-Thoracic AP/L - PHP 400.00
 *Cervico-Thoracic AP/L/O- PHP 500.00
 *Chole G.I. Series - PHP 1,300.00
 *Clavicle AP - PHP 250.00
 *Clavicle Bilateral - PHP 400.00
 *Coccyx AP/L - PHP 350.00
 *Elbow AP/L - PHP 250.00
 *Elbow AP/L (Portable) - PHP 250.00



<ul style="list-style-type: none"> *Elbow Bilateral - PHP 400.00 *Esophagram - PHP 550.00 *Foot AP/O - PHP 250.00 *Foot AP/O (Portable) - PHP 300.00 *Forearm AP/L - PHP 250.00 *Forearm Bilateral - PHP 400.00 *Forearm AP/L (Portable) - PHP 450.00 *Femur AP/L (Adult) - PHP 300.00 *Femur AP/L (Child) - PHP 250.00 *Femur AP/L Portable - PHP 450.00 *Hand Bilateral - PHP 450.00 *Hand AP/O - PHP 250.00 *Hand AP/O Portable - PHP 300.00 *Hip Joint - PHP 300.00 *Humerus AP/L - PHP 250.00 *Humerus AP/L Portable - PHP 300.00 *Knee Bilateral - PHP 450.00 *Knee AP/L - PHP 250.00 *Knee AP/L Portable - PHP 300.00 *KUB Plain - PHP 250.00 *KUB IVP - PHP 1,200.00 *Leg Bilateral - PHP 400.00 *Leg AP/L (Adult) - PHP 250.00 *Leg AP/L (Child) - PHP 250.00 *Leg AP/L Portable - PHP 350.00 *Lordotic View - PHP 350.00 *Lumbosacral AP - PHP 300.00 *Lumbosacral AP/L - PHP 350.00 *Lumbosacral AP/L/O - PHP 480.00 *Mandible AP - PHP 250.00 *Mandible AP/L - PHP 420.00 *Mastoid - PHP 450.00 *Maxilla Bilateral - PHP 350.00 *Nasal Bone - PHP 250.00 *Oral Chole - PHP 550.00 *Pelvic AP - PHP 300.00 *Pelvic AP/O - PHP 350.00 *Pelvic Frogleg - PHP 300.00 	<ul style="list-style-type: none"> *Pelvimetry - PHP 550.00 *Paranasal Sinuses - PHP 450.00 *Rib Cage (Adult) - PHP 300.00 *Rib Cage (Child) - PHP 250.00 *Rib Cage Portable - PHP 300.00 *Sacrum AP/L - PHP 400.00 *Shoulder Bilateral - PHP 400.00 *Shoulder AP - PHP 250.00 *Scapula AP - PHP 250.00 *Sternum L/O - PHP 350.00 *Skull AP - PHP 250.00 *Skull AP/L - PHP 450.00 *Skull Series - PHP 350.00 *Skull Caldwell - PHP 450.00 *Skull Towne's View - PHP 250.00 *Skull Water's View - PHP 250.00 *Skull Rheese View - PHP 300.00 *Submandibular View - PHP 200.00 *Small Intestinal Series - PHP 800.00 *Temporomandibular Joint - PHP 320.00 *Thigh (Femur) AP/L - PHP 250.00 *Thigh (Femur) Bilateral - PHP 400.00 *Thoracic Spine AP - PHP 200.00 *Thoracic Spine AP/L - PHP 350.00 *Thoracic Spine AP/L/O - PHP 480.00 *Thoracic Cage - PHP 300.00 *Thoraco Lumbar AP/L - PHP 450.00 *Thoraco Lumbar AP/L/O - PHP 480.00 *Upper G.I. Series - PHP 1,000.00 *Wrist Bilateral - PHP 400.00 *Wrist AP/L - PHP 250.00 *Wrist AP/L Portable - PHP 250.00 *Zygomatic View - PHP 200.00 *Zygomatic AP/L - PHP 300.00 *Duplicate Copy (A4 Photopaper Radiograph) - PHP 50.00 *Duplicate Copy (Dry View Laser Film) - PHP 150.00 *Ultracound Initial Scan - PHP 80.00
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17. Receives patient's clearance slip for billing and payment	17. Instructs clearance signing and advice patient's significant other to return the radiograph to the Radiology Department	None	3 mins	<i>Nurse II or Nurse I</i> Emergency Room
18. Returns radiograph to the radiology department and have the radiologist on duty sign the clearance	18. Receives the radiograph and signs the patient's clearance	None	1 minute	<i>Administrative Aide III</i> Radiology Department



19. NONE	<p>19. Advises patient/significant other to come back after 5 days for the official result.</p> <p>19.1. Instructs to present Official Receipt on the scheduled date. An authorization letter and valid IDs of both patient and authorized person shall be provided.</p> <p>19.2. Emphasizes that the official reading will given while the radiograph is for hospital safe-keeping for medico-legal purposes</p>	None	2 minutes	Radiologic Technologist II or Radiologic Technologist I Radiology Department
20. Returns to the emergency room/ holding area and present the accomplished clearance slip and official receipt to the nurse on duty	<p>20. Receives accomplished clearance slip and validates the official receipt.</p> <p>20.1. Discharges the patient</p>	None	2 minutes	Nurse II or Nurse I Emergency Room
TOTAL:		Varies depending on all incurred charges	1 hour	

28. Pharmacy Services (Dispensing of Prescribed Drugs And Medical Supplies to In-Patients)

Pharmacy services includes dispensing and distribution of medication; processing medication orders; providing drug information services; and ensuring the availability of medications.

Office or Division:	Orani District Hospital/ Pharmacy Department
Classification:	Simple Transaction
Type of Transaction:	Government to Government
Who may avail:	ALL IN-PATIENTS (DISPENSING OF PRESCRIBED DRUGS AND MEDICAL SUPPLIES)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Prescriptions Name of Prescriber with PRC License and signature Name of Patient; Date; Age; Address; Bed number Receive and Issuance of Stocks	Nurse on duty Physician, or the prescriber Prescription given by the Nurse on Duty Pharmacist /Pharmacy Assistant

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards prescription to the pharmacy	1. Receives the prescription for dispensing	None	1 minute	Phamacist II or Pharmacist I/ Administrative Aide III Pharmacy Department



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. None	2. Checks the availability of stocks	None	3 minute	<i>Phamacist II or Pharmacist I/ Administrative Aide III Pharmacy Department</i>
3. None	3. Encodes to iHOMIS	None	3 minutes	<i>Phamacist II or Pharmacist I/ Administrative Aide III Pharmacy Department</i>
4. None	4. Files and prepares prescription	None	3 minutes	<i>Phamacist II or Pharmacist I/ Administrative Aide III Pharmacy Department</i>
5. Receives the dispensed medications and supplies	5. Dispenses medicines and medical supplies to ward	None	5 minutes	<i>Phamacist II or Pharmacist I/ Administrative Aide III Pharmacy Department</i>
6. None	6. Prints charge slip and forwards charge slip to billing and cashier	None	3 minutes	<i>Phamacist II or Pharmacist I/ Administrative Aide III Pharmacy Department</i>
TOTAL:		None	18 minutes	

29. Pharmacy Services (Dispensing Dangerous Drug to In-Patients)

Pharmacy services includes dispensing and distribution of medication; processing medication orders; providing drug information services; and ensuring the availability of medications.

Office or Division:	Orani District Hospital/ Pharmacy Department
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	ALL IN-PATIENTS (DISPENSING OF DANGEROUS DRUGS)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Prescriptions/ Yellow Prescription Name of prescriber with PRC License; S2 License Number and Signature Name of Patient; Date; Age; Address; Bed number Patient Diagnosis Recording and reporting to SAR/ DDB; Logbook Receive and Issuance of Stocks	Physician/Nurse on Duty Physician, or the Prescriber Prescription given by the Nurse on Duty; Written Prescription /Yellow prescription Pharmacist



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards prescription to the pharmacy	1. Receives prescription for dispensing. 1.1. Ensures the completeness of patient data in the Yellow Prescription signed with the Physician's PRC License and S2 License Number	None	1 minute	Phamacist II or Pharmacist I Pharmacy Department
2. None	2. Checks the availability of stocks	None	3 minutes	Phamacist II or Pharmacist I Pharmacy Department
3. None	3. Encodes to iHOMIS	None	3 minutes	Phamacist II or Pharmacist I / Administrative Aide III Pharmacy Department
4. None	4. Files and prepares prescription	None	3 minutes	Phamacist II or Pharmacist I / Administrative Aide III Pharmacy Department
5. .Receives the dispensed medications and supplies	5. Dispenses medicines and medical supplies to ward	None	5 minutes	Phamacist II or Pharmacist I / Administrative Aide III Pharmacy Department
6. None	6. Prints charge slip and forwards charge slip to billing and cashier	None	3 minutes	Phamacist II or Pharmacist I / Administrative Aide III Pharmacy Department
TOTAL:		None	18 minutes	

30. Pharmacy Services (Dispensing Medicines to Out-Patients)

Pharmacy services includes dispensing and distribution of medication; processing medication orders; providing drug information services; and ensuring the availability of medications.

Office or Division:	Orani District Hospital/ Pharmacy Department
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	ALL OUT-PATIENTS (DISPENSING OF PRESCRIBED DRUGS)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Prescriptions Name of prescriber with PRC License and Signature Name of Patient; Date; Age; Address Original Receipt Receive and Issuance of Stocks	Patients/Relatives Physician or the Prescriber Cashier Pharmacist /Pharmacy Assistant



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Presents the prescription to Pharmacist on duty	1. Receives prescription	None	1 minute	<i>Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department</i>
2. None	2. Checks the availability of stocks and supplies	None	3 minutes	<i>Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department</i>
3. None	3. Encodes to iHomis	None	2 minutes	<i>Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department</i>
4. Receives charge slip and proceeds to billing and cashier for payment process	4. Prints charge slip and instructs payment process to patient	None	3 minutes	<i>Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department</i>
5. Returns to pharmacy and presents the official receipt to the pharmacist on duty	5. Issues prescribed medication	None	2 minutes	<i>Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department</i>
6. None	6. Provides instruction on medication dosage form and route of administration	None	5 minutes	<i>Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department</i>
TOTAL:		Varies depends on all incurred charges	16 minutes	

31. Pharmacy Services (Dispensing of Dangerous Drugs to out-Patients)

Pharmacy services includes dispensing and distribution of medication; processing medication orders; providing drug information services; and ensuring the availability of medications.

Office or Division: Orani District Hospital/ Pharmacy Department

Classification: Simple

Type of Transaction: G2C- Government to Citizen

Who may avail: ALL OUT-PATIENTS (DISPENSING OF DANGEROUS DRUGS)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Prescriptions/ Yellow Prescription Name of prescriber with PTR Number; PRC License; S2 License Number and Signature Name of Patient; Date; Age; Address; Patient Diagnosis Recording and reporting to SAR/DDB Logbook Original Receipt Receive and Issuance of Stocks	Physician or the Prescriber ; Written Prescription /Yellow prescription; Pharmacist



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards prescription to the pharmacy	1. Receives prescription for dispensing. 1.1. Ensures the completeness of patient data in the Yellow Prescription signed with the Physician's PRC License and S2 License Number	None	1 minute	Pharmacist II or Pharmacist I Pharmacy Department
2. None	2. Checks the availability of stocks	None	3 minutes	Pharmacist II or Pharmacist I Pharmacy Department
3. None	3. Encodes to iHOMIS	None	3 minutes	Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department
4. None	4. Files and prepares prescription	None	3 minutes	Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department
5. .Receives the dispensed medications and supplies	5. Dispenses medicines and medical supplies to ward	None	5 minutes	Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department
6. None	6. Prints charge slip and forwards charge slip to billing and cashier	None	3 minutes	Pharmacist II or Pharmacist I / Administrative Aide III Pharmacy Department
TOTAL:		None	18 minutes	

32. Records Section Services (Issuance of OPD Record for Previous/Old Patients)

To provide complete, accurate and time bound records of patient. For fast retrieval and on-time transmittal of records

Office or Division:	Orani District Hospital
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	ALL PATIENTS REQUIRING ISSUANCE OF OPD RECORD FOR PREVIOUS/OLD PATIENTS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid ID; OPD Card Health Declaration Form/ OPD FormRequest Slip	Patient Triage Nurse/ Medical Records Section



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Triage Area and Present OPD Card/ Valid ID	1. Assists in completion of Triage Health Declaration Form	None	5 minutes	<i>Nurse / Triage Area</i>
2. Fills-out request slip form and submits form to Records Section (Window A).	2. Receives filled-out request slip form and asks for necessary information and OPD Yellow card/ Valid I.D.S	None	5 minutes	<i>Records Officer / Records Department</i>
3. Proceeds to waiting area and waits to be called by the Nurse on Duty for consultation	3. Instructs patient to proceed to the waiting area	None	2 minutes	<i>Records Officer / Records Department</i>
4. None	4. Encodes patient's data to iHomis and retrieves previous OPD record	None	5 minutes	<i>Records Officer / Records Department</i>
5. None	5. Endorses the patient's OPD Record to the nurse on duty	None	2 minutes	<i>Records Officer / Records Department</i>
TOTAL:		None	19 minutes	

33. Records Section Services (Issuance of Record for New Patients)

To provide complete, accurate and time bound records of patient. For fast retrieval and on-time transmittal of records

Office or Division: Orani District Hospital/ Records Department

Classification: Simple Transaction

Type of Transaction: G2C- Government to Citizen

Who may avail: ALL NEW PATIENTS ISSUANCE OF RECORD

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID; OPD Card Health Declaration Form/ OPD Form Request Slip		Patient Triage Nurse/ Medical Records Section		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Triage Area and Present OPD Card/ Valid ID	1. Assists completion of Triage Health Declaration Form	None	5 minutes	<i>Nurse / Triage Area</i>
2. Fills-out request slip form and submits form to Records Section (Window A).	2. Receives filled-out request slip form and asks for necessary information.	None	3 minutes	<i>Records Officer / Records Department</i>
3. None	3. Encodes the necessary information of patient to IHOMIS completely and accurately	None	5 minutes	<i>Records Officer / Records Department</i>



4. Receives charge slip and proceeds to billing and cashier (Window 3)	4. Issues charge slip for the patient's OPD Card and instructs payment process to the patient	PHP 20	5 minutes	Records Officer I Records Department
5. Returns to Record Section (Window A) and presents the official receipt	5. Validates Official Receipt and issue the patient's OPD Card	None	2 minutes	Records Officer I Records Department
6. Proceeds to waiting area and waits to be called by the Nurse on Duty for consultation	6. Instructs patient to proceed to the patient waiting area	None	2 minutes	Records Officer I Records Department
7. None	7. Endorse the patient's OPD Record to the Nurse on duty	None	2 minutes	Records Officer I Records Department
TOTAL:		PHP 20	24 minutes	

34. Records Section Services (Issuance of Medical Certificate)

To provide complete, accurate and time bound records of patient. For fast retrieval and on-time transmittal of records

Office or Division: Orani District Hospital/ Records Department

Classification: Simple Transaction

Type of Transaction: G2C- Government to Citizen

Who may avail: ALL PATIENT REQUIRING ISSUANCE OF MEDICAL CERTIFICATE

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

Valid ID of Patient

- If Patient is not present: Authorization letter, Valid ID of Patient & Authorized person.

- If Minor patient: Valid ID of relative and birth certificate of minor.

Request Slip

Patient

Authorized person

Medical Records Section

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Records Section (Window B) and fills-out request slip form for Medical Certificate	1. Instructs how to properly fill-out the request slip and hands out queuing number	None	3 minutes	Records Officer I Records Department
2. Submits the filled-out request slip form and necessary documents needed.	2. Verifies the identification of client and data in iHomis	None	3 minutes	Records Officer I Records Department



3. Receives charge slip and proceeds to billing and cashier (Window 3)	3. Issues charge slip and instructs payment process	PHP 120	2 minutes	Records Officer I Records Department
4. None	4. Encodes and prints certificate.	None	3 minutes	Records Officer I Records Department
5. None	5. Secures resident physician on duty's signature on the Medical Certificate	None	3 minutes	Administrative Assistant III Records Department
6. Returns to Records Section (Window B) and presents Official Receipt for claiming of certificate	6. Validates Official Receipt and issues the Medical Certificate with dry seal and physician's signature	None	2 minutes	Records Officer I Records Department
7. Signs the Records Certificate Logbook	7. Instructs patient to sign the Records Certificate Logbook	None	1 minute	Records Officer I Records Department
TOTAL:		PHP 120	17 minutes	

35. Records Section Services (Issuance of Birth Certificate)

To provide complete, accurate and time bound records of patient. For fast retrieval and on-time transmittal of records

Office or Division:	Orani District Hospital/ Records Department
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	ALL PATIENT REQUIRING ISSUANCE OF BIRTH CERTIFICATE

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> · If married parents: Marriage certificate and Valid ID · If not married parents: Birth Certificate, Valid ID and Cedula (present year). · If single parent: Birth certificate and Valid ID. Request Slip 		Patient Medical Records Section		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Records Section (Window C) and fills-out request slip form for Birth Certificate	1. Instructs how to properly fill-out the request slip and hands out queuing number	None	3 minutes	Records Officer I Records Department
2. Submits the filled-out request slip form and necessary documents needed.	2. Verifies the identification of client and data in iHomis	None	3 minutes	Records Officer I Records Department
3. Receives charge slip and proceeds to billing and cashier (Window 3)	3. Issues charge slip and instructs payment process	PHP 50	2 minutes	Records Officer I Records Department



4. None	4. Encodes and prints the birth certificate.	None	3 minutes	<i>Records Officer I</i> Records Department
5. None	5. Secures resident physician on duty's signature on the Birth Certificate	None	3 minutes	<i>Administrative Aide III</i> Records Department
6. Returns to Records Section (Window C) and presents the official receipt to the records officer	6. Validates the official receipt and secures a copy the official receipt number.	None	2 minutes	<i>Records Officer I</i> Records Department
7. Reviews the printed-out certificate and provide signature of the informant	7. Instructs the parent/s to review and to sign the birth certificate.	None	3 minutes	<i>Records Officer I</i> Records Department
8. Receives the two (2) Certified True Copies of birth certificate and sings the records certificate logbook	8. Instructs the parent/s to sign the records certificate logbook and to come back after 1 week to claim the Registered Birth Certificate. 8.1 Claimant should bring the following: Parent: Valid ID Authorized claimant: Authorization letter from the parent and Valid IDs of both the parent and claimant.	None	3 minutes	<i>Records Officer I</i> Records Department
TOTAL:		PHP 50	22 minutes	

36. Records Section Services (Issuance of Medico-Legal Certificate)	
To provide complete, accurate and time bound records of patient. For fast retrieval and on-time transmittal of records	
Office or Division:	Orani District Hospital/ Records Department
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	ALL PATIENT REQUIRING ISSUANCE OF MEDICO-LEGAL CERTIFICATE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> · Police Request · Valid ID of patient · If patient is not present: Authorization letter/ valid ID of patient & authorized person · If the patient is a minor: Valid ID of relative and birth certificate of the minor patient · Request Slip 	<ul style="list-style-type: none"> · Police Station where the incident happened · Patient · Medical Records Section



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Records Section (Window B) and fills-out request slip form for Medico Legal Certificate	1. Instructs how to properly fill-out the request slip and hands out queuing number	None	3 minutes	<i>Records Officer I</i> Records Department
2. Submits the filled-out request slip form and necessary documents needed.	2. Verifies the identification of client and data in iHomis	None	3 minutes	<i>Records Officer I</i> Records Department
3. Receives charge slip and proceeds to billing and cashier (Window 3)	3. Issues charge slip and instructs payment process	PHP 150	2 minutes	<i>Records Officer I</i> Records Department
4. None	4. Encodes and prints the Medico Legal certificate.	None	3 minutes	<i>Records Officer I</i> Records Department
5. None	5. Secures resident physician on duty's signature on the Medico Legal Certificate	None	3 minutes	<i>Administrative Assistant III</i> Records Department
6. None	6. Verifies and signs certificate.	None	3 minutes	<i>Records Officer I</i> Records Department
7. Returns to Records Section (Window C) and presents the official receipt to the records officer	7. Validates Official Receipt and issues the Medico Legal Certificate with dry seal and physician's signature	None	3 minutes	<i>Administrative Assistant III</i> Records Department
8. Signs the Records Certificate Logbook	8. Instructs patient to sign the Records Certificate Logbook	None	1 minutes	<i>Records Officer I</i> Records Department
TOTAL:		PHP 150	21 minutes	



37. Records Section Services (Issuance of Death Certificate)

To provide complete, accurate and time bound records of patient. For fast retrieval and on-time transmittal of records

Office or Division:	Orani District Hospital/ Records Department
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	ALL PATIENT REQUIRES ISSUANCE OF DEATH CERTIFICATE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> · Birth Certificate of deceased patient · Birth Certificate and Valid ID of next of kin · Request Slip 	<ul style="list-style-type: none"> · Authorized person · Medical Records Section

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Records Section (Window C). Gets and fills-out request slip form completely and	1. Gives request slip form with queuing number to the client.	None	3 minutes	<i>Records Officer I</i> Records Department
2. Submits the filled-out request slip form and necessary documents needed.	2. Verifies the identification of patient and data in iHomis	None	3 minutes	<i>Records Officer I</i> Records Department
3. Receives charge slip and proceeds to billing and cashier (Window 3)	3. Issues charge slip and instructs payment process	PHP 50	2 minutes	<i>Records Officer I</i> Records Department
4. None	4. Encodes and prints death certificate.	None	3 minutes	<i>Records Officer I</i> Records Department
5. None	5. Secures resident physician on duty's signature on the Death Certificate	None	3 minutes	<i>Administrative Assistant III</i> Records Department
6. Returns to Records Section (Window C) and presents the official receipt to the records officer	6. Validates the official receipt and secures a copy the official receipt number.	None	2 minutes	<i>Records Officer I</i> Records Department
7. Reviews the printed-out certificate	7. Reviews the death certificate with the claimant to ensure correctness of data	None	3 minutes	<i>Records Officer I</i> Records Department
8. Fills-out and signs the waiver.	8. Instructs claimant to fill out waiver and explains its purpose- an agreement that the claimant will return and provide a copy of the registered Death Certificate	None	3 minutes	<i>Records Officer I</i> Records Department



9. Submits the filled-out waiver with signature	9. Verifies and countersigns the waiver.	None	1 minute	<i>Records Officer I</i> Records Department
10. None	10. Provides the claimant a copy of the signed waiver	None	1 minute	<i>Records Officer I</i> Records Department
11. Receives and sings four (4) copies of death certificate and the records certificate logbook	11. Instructs claimant to sign the death certificate and the records certificate log book	None	2 minutes	<i>Records Officer I</i> Records Department
12. None	12. Provides the claimant instructions on the proper order of registering the Death Certificate.	None	2 minutes	<i>Records Officer I</i> Records Department
TOTAL:		PHP 50	28 minutes	

38. Philhealth Services (PhilHealth Members for Checking of Eligibility)

To assist the PhilHealth Members to their queries about the requirements and policies

Office or Division:	Orani District Hospital/ Philhealth Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All PhilHealth Members for Checking of Eligibility

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 Original Copy of Information Sheet (In-patient & OPD patient) 2. Computer set with PhilHealth Portal 3. 1 Photocopy of Birth Certificate, 1 Photocopy of Marriage Contract (if any), 1 Photocopy of 2 of valid IDs (whenever necessary) of member/dependent.		1. Admitting Section or ER Department 2. Hospital equipment & Non-Disclosure Agreement from PhilHealth Inc. 3. PhilHealth member or their representative		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the Phil-Health Window (2) and submits the patient information sheet	1. Receives the information sheet from the patient or the relative	None	1 minute	<i>Claims Officer I</i> Philhealth Department
2. None	2. Checks and verifies the member or their dependent's information and eligibility using the portal	None	5 minutes	<i>Claims Officer I</i> Philhealth Department
3. Provides all the informations needed. Presents birth certificate or valid IDs for confirmation.	3. Interviews thoroughly the PhilHealth's member or relative. 3.1 Requests the necessary documents to verify if there's any discrepancy. (eg. Birth certificate or valid ID's)	None	1 minute	<i>Claims Officer I</i> Philhealth Department



4. Provides all the necessary requirements to avail the benefits upon discharge.	4. Instructs the member/relative for the availment of benefits and the documents needed if there's any discrepancy on the membership.	None	5 minutes	Claims Officer I Philhealth Department
5. None	5. Gives an assistance and further instructions for non-active/ non-member of PhilHealth.	None	5 minutes	Claims Officer I Philhealth Department
TOTAL:		None	17 minutes	

39. Philhealth Services (Eligible PhilHealth Members and their Dependent Updating the member/dependent's information through PhilHealth PLinks)

To assist the PhilHealth Members in updating their information and their dependents through Philhealth PLinks

Office or Division:	Orani District Hospital/ Philhealth Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Eligible PhilHealth Members and their Dependent Updating the member/dependent's information through PhilHealth PLinks

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Computer set with PhilHealth Portal and internet connection 2. 1 Original Copy of Duly Accomplished PhilHealth Forms, 1 Photocopy of Birth Certificate, 1 Photocopy of Marriage Contract (if any), 1 Photocopy of 2 valid IDs (whenever necessary) of member/dependent.		1. Hospital equipment & Non-Disclosure Agreement from PhilHealth Inc. 2. PhilHealth member or their representative		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Philhealth Window (2) and submits the requirements needed for declaration of dependents or for correction of discrepancies in member-dependent data	1. Instructs client to fill out the PhilHealth forms and receive necessary documents from the member or the relative.	None	2 minutes	Claims Officer I Philhealth Department
2. Submits the filled out Philhealth form	2. Receives the accomplished Philhealth form and verifies the correctness of data with the client	None	2 minutes	Claims Officer I Philhealth Department



3. None	3. Scans and sends the documents to PhilHealth's email address. (PLinks)	None	3 minutes	Claims Officer I Philhealth Department
4. Acknowledges the update of the membership. (within or after the confinement)	4. Acknowledges and prints the updated member/dependent's information from PhilHealth.	None	5 minutes	Claims Officer I Philhealth Department
TOTAL:		None	12 minutes	

40. Philhealth Services (Eligible PhilHealth Members and their Dependent for Discharge)

To assist the PhilHealth Members in availing their benefits upon discharge

Office or Division:	Orani District Hospital/Philhealth Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Eligible PhilHealth Members and their Dependent for Discharge

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 4 Original Copies of Discharge Clearance 2. Computer set with PhilHealth Portal and internet connection 3. 1 Photocopy of Birth Certificate, 1 Photocopy of Marriage Contract (if any), 1 Photocopy of 2 valid IDs (whenever necessary) of member/dependent.		1. Nurse Station 2. Hospital equipment & Non-Disclosure Agreement from PhilHealth Inc. 3. PhilHealth member or their representative		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the Philhealth Window (2) with the discharge clearance	1. Receives the clearance.	None	1 minute	Claims Officer I Philhealth Department
2. Provides all the necessary documents needed for the availment of benefits.	2. Checks the patient/member's information if eligible for the benefits of PhilHealth and receives all necessary documents needed	None	3 minutes	Claims Officer I Philhealth Department
3. Proceeds to the patient waiting area	3. Instructs the relative to proceed to the Philhealth waiting area while the staff reviews the patient's chart for verification of final diagnosis and code to use for benefit consumption 3.1 Informs the Billing Section.	None	5 minutes	Claims Officer I / Administrative Assistant I Philhealth Department



4. None	4. Prepares all the forms needed for the processing of claims and encode to the iHomis system.	None	5 minutes	Claims Officer I/ Administrative Assistant I Philhealth Department
5. Completes all the necessary signatures in the PhilHealth forms of the member/authorized representative.	5. Reviews all the documents/claim forms for correctness and for completion of signature.	None	5 minutes	Claims Officer I/ Administrative Assistant I Philhealth Department
6. None	6. Computes the allowable PhilHealth Benefits for deduction on patient's total bill.	None	5 minutes	Claims Officer I/ Administrative Assistant I Philhealth Department
7. Listens to the officer's further instruction.	7. Explains the total bill and the All Case Rate/ Philhealth benefits used.	None	5 minutes	Claims Officer I/ Administrative Assistant I Philhealth Department
8. (WITH EXCESS BILL) Proceeds to the Medical Social Worker for settlement of their bill or for further instructions if any. (WITHOUT EXCESS) Proceeds to the Cashier Department for the final clearance.	8. (WITH EXCESS) Issues a photocopy of statement of account and instructs the member/relative for the verification and settlement of excess bill if any to MSW. 8.1 (WITHOUT EXCESS) Issues a photocopy of statement of account and instructs the member/relative for the final clearance.	None	5 minutes	Claims Officer I/ Administrative Assistant I Philhealth Department
TOTAL:		None	34 minutes	

40. Philhealth Services (Eligible PhilHealth Members and their Dependent for Discharge)

To assist the PhilHealth Members in availing their benefits upon discharge	
Office or Division:	Orani District Hospital/Philhealth Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Eligible PhilHealth Members and their Dependent for Discharge
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Discharge Clearance 2. Computer set with PhilHealth Portal and internet connection 3. Birth Certificate, Marriage Contract (if any), 2 valid IDs (whenever necessary) of member/dependent.	1. Nurse Station 2. Hospital equipment & Non-Disclosure Agreement from PhilHealth Inc. 3. PhilHealth member or their representative



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the Philhealth Window (2) with the discharge clearance	1. Receives the clearance.	None	1 minute	<i>Administrative Officer I</i> Philhealth Department
2. Provides all the necessary documents needed for the availment of benefits.	2. Checks the patient/member's information if eligible for the benefits of PhilHealth and receives all necessary documents needed	None	3 minutes	<i>Administrative Officer I</i> Philhealth Department
3. Proceeds to the patient waiting area	3. Instructs the relative to proceed to the Philhealth waiting area while the staff reviews the patient's chart for verification of final diagnosis and code to use for benefit consumption 3.1 Informs the Billing Section.	None	5 minutes	<i>Administrative Officer I / Administrative Assistant I</i> Philhealth Department
4. None	4. Prepares all the forms needed for the processing of claims and encode to the iHomis system.	None	5 minutes	<i>Administrative Officer I / Administrative Assistant I</i> Philhealth Department
5. Completes all the necessary signatures in the PhilHealth forms of the member/authorized representative.	5. Reviews all the documents/claim forms for correctness and for completion of signature.	None	5 minutes	<i>Administrative Officer I / Administrative Assistant I</i> Philhealth Department
6. None	6. Computes the allowable PhilHealth Benefits for deduction on patient's total bill.	None	5 minutes	<i>Administrative Officer I / Administrative Assistant I</i> Philhealth Department
7. Listens to the officer's further instruction.	7. Explains the total bill and the All Case Rate/ Philhealth benefits used.	None	5 minutes	<i>Administrative Officer I / Administrative Assistant I</i> Philhealth Department



8. (WITH EXCESS BILL) Proceeds to the Medical Social Worker for settlement of their bill or for further instructions if any.	8. (WITH EXCESS) Issues a photocopy of statement of account and instructs the member/relative for the verification and settlement of excess bill if any to MSW.	None	5 minutes	<i>Administrative Officer I/ Administrative Assistant I Philhealth Department</i>
(WITHOUT EXCESS) Proceeds to the Cashier Department for the final clearance.	8.1 (WITHOUT EXCESS) Issues a photocopy of statement of account and instructs the member/relative for the final clearance.			
TOTAL:		None	34 minutes	

41. Medical Social Services (Assistance to Out-Patients/ER-Patients)

Classify patients in accordance to DOH AO no. 2021-0044 Guidelines on Determining Eligibility for Social Care, Medical and Financial Assistance, and Point of Service

Office or Division:	Orani District Hospital/ Medical Social Service Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	OUT-PATIENTS/ER-PATIENTS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Patient's Valid ID / Significant Others - 1 Original Copy of Duly Accomplished Social Service Referral Form (Form I), Assessment Tool Sheet (Form 3)		Patient/ Significant Others Medical Social Worker		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Social Service Window four (4) and submits referral form for financial assistance	1. Receives referred patient for assistance.	None	2 minutes	<i>Medical Social Worker Medical Social Service Department</i>
2. None	2. Checks and instructs patient/ relative for MSWD procedures.	None	2 minutes	<i>Medical Social Worker Medical Social Service Department</i>
3. Answers interview questions	3. Assesses and interviews patient or patient's relative.	None	5 minutes	<i>Medical Social Worker Medical Social Service Department</i>
4. None	4. Orients patient on the classification of patient's social status.	None	3 minutes	<i>Medical Social Worker Medical Social Service Department</i>



5. Answers additional interview questions	5. Interviews the patient/relative for other necessary information.	None	5 minutes	Medical Social Worker Medical Social Service Department
6. None	6. Recommends transaction to Chief of Hospital if not covered by the hospital's approved protocol.	None	15 minutes	Medical Social Worker Medical Social Service Department
7. None	7. Informs patient on the approval of the transaction	None	1 minute	Medical Social Worker Medical Social Service Department
8. Signs on the Registry Logbook	8. Registers patient on the registry logbook and secures patient's signature on the logbook	None	2 minutes	Medical Social Worker Medical Social Service Department
9. None	9. Stamps patient's charge slip with its classification including discount availed	None	1 minute	Medical Social Worker Medical Social Service Department
10. None	10. Accomplish Referral Report Form for patient handover on possible admission	None	1 minute	Medical Social Worker Medical Social Service Department
11. None	11. Assists patient for the settlement of charges	None	3 minutes	Medical Social Worker Medical Social Service Department
TOTAL:		None	40 minutes	

42. Medical Social Services (In Patients Pre-Admission Classification)

Classify patients in accordance to DOH AO no. 2021-0044 Guidelines on Determining Eligibility for Social Care, Medical and Financial Assistance, and Point of Service

Office or Division:	Orani District Hospital/ Medical Social Service Department
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	ALL IN PATIENTS PRE-ADMISSION CLASSIFICATION

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Patient's Valid ID / Significant Others - 1 Original Copy of Duly Accomplished Patient Information Form - 1 Original Copy of Duly Accomplished Assessment Tool Sheet (Form 3)		Patient/ Significant Others Admitting Section; Nurse Medical Social Worker		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Medical Social Worker and submits filled-out Patient Information form for Interview/Assessment	1. Receives the filled-out Patient Information form	None	2 minutes	Medical Social Worker Medical Social Service Department



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Medical Social Worker and submits filled-out Patient Information form for Interview/Assessment	1. Receives the filled-out Patient Information form	None	2 minutes	<i>Medical Social Worker</i> Medical Social Service Department
2. None	2. Assists patient/significant others (If not eligible as Phil-Health Member)	None	2 minutes	<i>Medical Social Worker</i> Medical Social Service Department
3. None	3. Orients patient on the classification of patient's social status	None	3 minutes	<i>Medical Social Worker</i> Medical Social Service Department
4. None	4. Identifies patient as New or Old patient; > OLD - For updating of previous record; > NEW - interview using Assessment Tool Sheet (Form 3)	None	5 minutes	<i>Medical Social Worker</i> Medical Social Service Department
5. Answers interview questions	5. Interviews the patient/ relative for other necessary information.	None	5 minutes	<i>Medical Social Worker</i> Medical Social Service Department
6. None	6. Advises patient to prepare for the requirements needed to avail medical social services	None	5 minutes	<i>Medical Social Worker</i> Medical Social Service Department
7. None	7. Stamps Patient Information Form (Impormasyon ng Pasyente) with availed classification status	None	1 minute	<i>Medical Social Worker</i> Medical Social Service Department
8. Signs on the Registry Logbook	8. Registers patient on the registry logbook and have the patient sign on the logbook	None	1 minute	<i>Medical Social Worker</i> Medical Social Service Department
9. None	9. Endorses patients classification to avail PhilHealth's POS FI	None	1 minute	<i>Medical Social Worker</i> Medical Social Service Department
10. None	10. Assists patient on admission procedure	None	3 minutes	<i>Medical Social Worker</i> Medical Social Service Department
TOTAL:		None	28 minutes	



43. Medical Social Services (In Patients Classification)				
Classify patients in accordance to DOH AO no. 2021-0044 Guidelines on Determining Eligibility for Social Care, Medical and Financial Assistance, and Point of Service				
Office or Division:	Orani District Hospital/ Medical Social Service Department			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	IN PATIENTS CLASSIFICATION			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Patient's Valid ID / Significant Others - 1 Original Copy of Duly Accomplished Patient Information Form - 1 Photocopy of List of In Patients - 1 Original Copy of Duly Accomplished Assessment Tool Sheet (Form 3)		Patient/ Significant Others Admitting Section; Nurse Nurse I Medical Social Worker		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Refers patient for assistance by accomplishing referral form.	1. Receives referred patient for assistance.	None	2 minutes	<i>Medical Social Worker</i> Medical Social Service Department
2. None	2. Checks and instructs patient/ relative for MSWD procedures.	None	2 minutes	<i>Medical Social Worker</i> Medical Social Service Department
3. Seeks for financial assistance.	3. Assesses and interviews patient or patient's relative.	None	1 minute	<i>Medical Social Worker</i> Medical Social Service Department
4. None	4. Orientats the patient on the classification of patient's social status.	None	3 minutes	<i>Medical Social Worker</i> Medical Social Service Department
5. None	5. Interviews the patient/ relative for other necessary information.	None	5 minutes	<i>Medical Social Worker</i> Medical Social Service Department
6. None	6. Recommenda transaction to Chief of Hospital, if not covered by the hospital approved protocol	None	15 minutes	<i>Medical Social Worker</i> Medical Social Service Department
7. None	7. Informs patient on the approval of the transaction	None	1 minute	<i>Medical Social Worker</i> Medical Social Service Department
8. None	8. Registers patient on the registry logbook	None	1 minute	<i>Medical Social Worker</i> Medical Social Service Department
9. None	9. Stamps patient's charge slip with its classification including discount avaiile	None	1 minute	<i>Medical Social Worker</i> Medical Social Service Department



10. None	10. Stamps patient's charge slip with its classification including discount availed; 10.1 Accomplish Referral Report Form for patient handover on possible admission	None	1 minute	Medical Social Worker Medical Social Service Department
11. None	11. Assists patient for the settlement of charge	None	3 minutes	Medical Social Worker Medical Social Service Department
TOTAL:		None	35 minutes	

44. Medical Social Services (Assistance to Senior Citizens/PWD's)

Classify patients in accordance to DOH AO no. 2021-0044 Guidelines on Determining Eligibility for Social Care, Medical and Financial Assistance, and Point of Service

Office or Division:	Orani District Hospital/ Medical Social Service Department			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	SENIOR CITIZENS/PWDs for Medical Assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID of Senior Citizens/Person With Disability		Patient		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office Window Four (4) and submits referral form for financial assistance	1. Receives referred patient for assistance.	None	2 minutes	Social Worker II Medical Social Service Department
2. None	2. Assists patient/ relative seeking for financial assistance	None	1 minute	Social Worker II Medical Social Service Department
3. None	3. Verifies for the authenticity of patient's senior citizen ID/PWD ID	None	2 minutes	Social Worker II Medical Social Service Department
4. None	4. Orients patient/ significant others on the coverage of patient's classification	None	5 minutes	Social Worker II Medical Social Service Department



5. None	5. Registers patient on Senior Citizen/ PWD Assistance Form	None	1 minute	<i>Social Worker II Medical Social Service Department</i>
6. None	6. Stamps patient's charge slip with its classification including discount availed	None	2 minutes	<i>Social Worker II Medical Social Service Department</i>
7. None	7. Assists patient for the settlement of charges	None	3 minutes	<i>Administrative Assistant III Medical Social Service Department</i>
TOTAL:		None	16 minutes	

45. Medical Social Services (Assistance to PCSO/ MAIP patient)

Classify patients in accordance to DOH AO no. 2021-0044 Guidelines on Determining Eligibility for Social Care, Medical and Financial Assistance, and Point of Service

Office or Division:	Orani District Hospital/ Medical Social Service Department
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Patient for PCSO MAIP assistance

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID of Patient/ Significant Others List of Patients admitted for more than a week PCSO IMAP- Medical Referral Letter		Patient/ Significant Others Nurse Medical Social Worker		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office Window Four (4) for assistance	1. Receives patients having hospital stay of more than a week	None	5 minutes	<i>Social Worker II Medical Social Service Department</i>
2. None	2. Asks for patient's progressive bill of identified patients from the Billing Section.	None	10 minutes	<i>Social Worker II Medical Social Service Department</i>
3. None	3. Informs patient's significant others on the updated bill. 3.1 Motivates for counterpart/ share if exceeded PhilHealth Case Rate. 3.2 Verifies the authenticity of patient's senior citizen ID/ PWD ID	None	3 minutes	<i>Social Worker II Medical Social Service Department</i>



4. None	4. Recommends to Chief of Hospital for additional discount and endorsement to avail assistance from other sponsors, if not covered by the hospital approved protocol 4.1 Orients patient/significant others on the coverage of patient's classification	None	15 minutes	<i>Social Worker II Medical Social Service Department</i>
5. None	5. Note: Proceeds to Step 7 for approved additional discount thus covered total patient's bill.	None	1 minute	<i>Social Worker II Medical Social Service Department</i>
6. None	6. Prepares Medical Referral Letter for PCSO IMAP or Social Case Summary (Form 12) for MAP if still exceeds PhilHealth Case Rate	None	5 minutes	<i>Social Worker II Medical Social Service Department</i>
7. Proceeds to the billing section	7. Endorses patient's negotiated bill to Billing Section and instructs patient to proceed to the Billing Section	None	5 minutes	<i>Social Worker II Medical Social Service Department</i>
TOTAL:		None	44 minutes	

46. Newborn Hearing Screening Test Service (In Patient Newborn Babies -24 Hours After Birth)

To perform Newborn Hearing Screening to all newborn 24 - hours after delivery or prior to discharge as mandated by law.

Office or Division:	Orani District Hospital/ Newborn Hearing Screening Room
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	IN PATIENT NEWBORN BABIES (24 HOURS AFTER BIRTH)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Duly Accomplished Newborn Hearing Screening Form		DR Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPON-SIBLE
1. Endorses newborn to NBHST screener for NBHST	1. Verifies newborns chart for the NBHST order of the physician.	None	1 minute	<i>Nurse I Newborn Hearing Screening Room</i>
2. Proceeds to Newborn Hearing Screening Test room	2. Receives mother and newborn for newborn hearing screening	None	1 minute	<i>Nurse I Newborn Hearing Screening Room</i>
3. None	3. Provides health teaching and encourages in-patient mother to facilitate newborn hearing screening for her baby	None	5 minutes	<i>Nurse I Newborn Hearing Screening Room</i>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPON-SIBLE
4. Signs consent to perform/refuse Newborn Hearing Screening Test	4. Secures mother's consent to perform or refuse screening 4.1 For Mother Signed Refusal, Proceeds to Step 10	None	1 minute	<i>Nurse I Newborn Hearing Screening Room</i>
5. None	5. Performs Newborn Hearing Screening	None	5 minutes	<i>Nurse I Newborn Hearing Screening Room</i>
6. None	6. Encodes patient details and NBHST result to Electronic National Newborn Hearing Screening Registry (ENNHSR).	None	2 minutes	<i>Nurse I Newborn Hearing Screening Room</i>
7. None	7. Performs Newborn Hearing Rescreening on newborn's both ears after one month (Rescreening) (RESULT: PASS or REFER)	None	10 minutes	<i>Nurse I Newborn Hearing Screening Room</i>
8. None	8. Prints Newborn Hearing Screening result; 8.1 Attach Newborn Hearing Screening Registry Seal	None	3 minutes	<i>Nurse I Newborn Hearing Screening Room</i>
9. None	9. Refers to resident physician on duty the repeat REFER result	None	3 minutes	<i>Nurse I Newborn Hearing Screening Room</i>
10. None	10. Accomplishes referral to ENT Physician	None	3 minutes	<i>Medical Officer III/ Physician under COS Out- Patient Room</i>
11. Receives referral letter to ENT Physican	11. Gives referral letter to the mother	None	3 minutes	<i>Nurse I Newborn Hearing Screening Room</i>
12. None	12. Handovers Newborn Hearing Screening Result to Hospital PhilHealth Department	None	3 minutes	<i>Nurse I Newborn Hearing Screening Room</i>
TOTAL:		None	40 minutes	



47. NEWBORN HEARING SCREENING TEST SERVICE (Out Patient Newborn Babies -1 To 3 Months After Birth)

To perform Newborn Hearing Screening to all Out Patient Newborns 1 to 3 months after delivery

Office or Division:	Orani District Hospital/ Newborn Hearing Screening Room
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	OUT PATIENT NEWBORN BABIES (1 to 3 MONTHS AFTER BIRTH)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
OPD Record/Triage Form Newborn Hearing Request Newborn Hearing Screening Form	Records Section; Triage Nurse Attending Physician; Midwife Newborn Hearing Screener

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to triage area for initial interview	1. Facilitates completion of Triage Health Declaration Form/OPD Record. 1.1 Take vital signs and endorse to Medical Records Section (Window A).	None	5 minutes	<i>Nurse I</i> Triage Area
2. None	2. Retrieves patient's record. 2.1 Completely and accurately encode the necessary information and log the patient into iHOMIS. 2.2 Endorses patient and the Health Declaration Form/ OPD Record to OPD Nurse.	None	10 minutes	<i>Records Officer I</i> Records Department
3. Proceeds to OPD for clinical assessment and examination of the patient	3. Performs clinical assessment and further physical examinations to patient.	None	10 minutes	<i>Medical Officer III/ Physician Under COS</i> Out- Patient Department
4. None	4. Endorses patient to the Newborn Hearing Screening Nurse on duty	None	3 minutes	<i>Nurse I</i> Out- Patient Department
5. Proceeds to Newborn Hearing Screening Test room	5. Receives patient for NBHST	None	1 minute	<i>Nurse I</i> Newborn Hearing Screening Room
6. Acknowledges procedure instructions and signs consent form for procedure	6. Explains the procedure and secures consent for procedure	None	3 minutes	<i>Nurse I</i> Newborn Hearing Screening Room
7. None	7. Performs Newborn Hearing Screening	None	5 minutes	<i>Nurse I</i> Newborn Hearing Screening Room
8. Proceeds to billing and cashier for payment	8. Issues charge slip and instructs payment process	PHP 500	2 minutes	<i>Nurse I</i> Newborn Hearing Screening Room



9. None	9. Encodes patient details and NBHST result to Electronic National Newborn Hearing Screening Registry (ENNHSR).	None	2 minutes	<i>Nurse I</i> Newborn Hearing Screening Room
10. Returns to NBHST Room and presents the Official Receipt	10. Verifies and acknowledges the Official Receipt	None	2 minutes	<i>Nurse I</i> Newborn Hearing Screening Room
11. None	11. Prints Newborn Hearing Screening result; 11.1 Attach Newborn Hearing Screening Registry Seal 11.2 For PASS result, proceed to step 15	None	3 minutes	<i>Nurse I</i> Newborn Hearing Screening Room
12. None	12. Refers Newborn to Physician on duty the REFER result	None	3 minutes	<i>Nurse I</i> Newborn Hearing Screening Room
13. None	13. Accomplishes referral letter to ENT Physician	None	3 minutes	<i>Medical Officer III/ Physician under COS</i> Out- Patient Department
14. Acknowledges advice and receives the referral form	14. Advise newborn's mother and hand over referral form for consultation to ENT or Category B facility for confirmatory test.	None	5 minutes	<i>Nurse I</i> Newborn Hearing Screening Room
15. Receives NBHST result	15. Handovers Newborn Hearing Screening Result to significant others/newborn's mother. 15.1 Advises to observe the newborn even if the test result is passed.	None	3 minutes	<i>Nurse I</i> Newborn Hearing Screening Room
TOTAL:		PHP 500	1 hour	



48. Newborn Screening Services

Newborn Screening is an essential public health strategy that enables the early detection and management of several congenital disorders, which if left untreated, may lead to mental retardation and/or death

Office or Division:	Orani District Hospital/ Laboratory Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	ALL NEWBORN BABIES (24 HOURS AFTER BIRTH) OUT-PATIENT / IN- PATIENT

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NBS Request Slip (In Patient) Duly Accomplished Sample NBS form (Out- Patient)		DR Nurse on Duty Attending Physician or Midwife		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES SING	PERSON RESPONSIBLE
1. Proceeds to Laboratory and submits request for Newborn Screening	1. Receives and assists patient	None	1 minute	<i>Medical Technologist II</i> Laboratory Department
2. None	2. Validates information provided on the request	None	1 minute	<i>Medical Technologist II</i> Laboratory Department
3. None	3. Performs specimen collection through Heel Prick Method	None	3 minutes	<i>Medical Technologist II</i> Laboratory Department
4. None	4. Records patient's request on iHOMIS	None	3 minutes	<i>Medical Technologist II</i> Laboratory Department
5. Receives charge slip and proceeds to billing and cashier for payment	5. Issues charge slip Out Patients - Patient/ Significant Others settles the bill 5.1 Issues charge slip for In Patients - forwards to Billing Section	PHP 1,800	3 minutes	<i>Medical Technologist II</i> Laboratory Department
6. None	6. Forwards accomplished filter card to Newborn Screening Center - Central Luzon in Angeles University Foundation, Angeles City, Pampanga	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
7. Returns to laboratory department to present official receipt and acknowledges additional instructions on the release of the Newborn Screening Result	7. Advises significant others to come back after 1 month for the result. 7.1 Advises to present Official Receipt on the scheduled date.	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
TOTAL:		PHP 1,800	21 minutes	



49. Newborn Immunization Services				
To provide maximum immunity against the seven vaccine preventable diseases.				
Office or Division:	Orani District Hospital/ Delivery Room			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	IN PATIENTS (NEWBORN BABIES)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Newborn Chart; OPD Record; Vaccination Record		Delivery Room NURSE		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepares vaccines and materials needed for immunization	None	5 minutes	<i>Nurse I</i> Delivery Room
2. States the newborn's complete name to the Nurse	2. Asks the mother to state the newborn's complete name	None	2 minutes	<i>Nurse I</i> Delivery Room
3. Acknowledges the information provided by the Nurse	3. Informs the newborn's mother that BCG and Hepa B Vaccine will be administered to the newborn	None	2 minutes	<i>Nurse I</i> Delivery Room
4. None	4. Performs immunization (BCG and/or Hepa B Vaccine)	None	5 minutes	<i>Nurse I</i> Delivery Room
5. None	5. Provides additional health education on immunization among mothers/significant others	None	10 minutes	<i>Nurse I</i> Delivery Room
6. None	6. Emphasizes the importance of compliance on succeeding immunization schedules at Rural Health Unit	None	2 minutes	<i>Nurse I</i> Delivery Room
7. None	7. Documents vaccines given on the newborn's chart and Vaccination Record	None	3 minutes	<i>Nurse I</i> Delivery Room
TOTAL:		None	29 minutes	



50. Animal Bite Treatment Center Services				
Animal Bite Treatment Center Services covers provision of antirabies vaccinations or rabies immunoglobulins among animal bite patients. Also encouraging patient to avail PhilHealth services for Category III patients.				
Office or Division:	Orani District Hospital/ Animal Bite Treatment Center			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	ALL PATIENT NEEDING ANIMAL BITE TREATMENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OPD Record/ Triage Form Valid ID; Vaccination Card		Records Section/ Triage Nurse Patients		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to triage area and state reason for consult	1. Receives patient and facilitates completion of Triage Health Declaration Form/OPD Record.	None	3 minutes	<i>Nurse I</i> Triage Area
2. Answers interview questions for Animal Bite history taking	2. Performs patient assessment, history taking and vital signs taking.	None	2 minutes	<i>Nurse I</i> Triage Area
3. None	3. Performs wound care if not yet done at home.	None	10 minutes	<i>Nurse I</i> Triage Area
4. Waits in the patient waiting area	4. Endorse patient's record to the Emergency Room	None	2 minutes	<i>Nurse I</i> Triage Area
5. Proceeds to the Emergency Room once name is called	5. Receives patient and refers patient to the physician on duty	None	2 minutes	<i>Nurse I</i> Emergency Room
6. Proceeds to the Physician for initial consultation and categorization of Animal Bite	6. Performs clinical assessment and further physical examinations for the categorization of the animal bite	None	10 minutes	<i>Medical Officer III/ Physician Under COS</i> Emergency Room
7. None	7. Issues prescription to the patient/patient's significant others and provide important information/contraindications on taking medications.	None	5 minutes	<i>ER Nurse I</i> Emergency Room
8. None	8. Administers Tetanus Toxoid as per Doctor's Order; Document action on OPD/ Medical Record of the patient.	None	3 minutes	<i>ER Nurse I</i> Emergency Room
9. Proceeds to the ABTC Area	7. Endorses patient to ABTC Nurse.	None	1 minute	<i>ER Nurse I</i> Emergency Room
10. Proceeds to the ABTC Nurse once name is called	10. Receives patient 10.1 Re-evaluates patient's wound; 10.2 Facilitates further history taking and vital signs taking if necessary.	None	5 minutes	<i>Nurse I</i> ABTC



11. Proceeds to MSW Window four (4) for financial assistance	11. Issues patient's PEP Card with categorization and instructs patient/significant other to head to MSW services	None	2 minutes	Nurse I ABTC
12. Receives the PEP Card and returns to the ABTC Nurse	12. Stamps patient's PEP Card with the discount availed	None	1 minute	Social Worker Officer II Medical Social Service Department
13. Returns to the ABTC Nurse and hands over the PEP Card	13. Receives the PEP Card and explains to the patient the discount availed and the number of doses to be given to the patient	None	2 minutes	Nurse I ABTC
14. Receives charge slip and proceeds to billing and cashier for payment	14. Issues charge slip for payment of vaccination for Animal Bite Category I and II, and Category III patients if they opted not to use Philhealth; then proceed to Step 17 14.1 Issues ABTC Information sheet and the charge slip for Category III patients with Philhealth	Category I- PHP 1,217.50/ dose Category II- PHP 1,217.50/ dose Category III- PHP 3,652.50/ dose RIG- PHP1,80 0.00/vial	3 minutes	Nurse I ABTC
15. None	15. Validates patient's PhilHealth Eligibility and stamps ABTC Information sheet after verification.	None	5 minutes	Administrative Officer I Philhealth Department
16. Receives ABTC Information sheet with Philhealth stamp	16. Issues ABTC Information sheet with Philhealth stamp and instructs to proceed to ABTC	None	2 minutes	Administrative Officer I Philhealth Department



17. Returns to the ABTC Nurse and presents the Official Receipt/ ABTC information sheet with Philhealth stamp	17. Receives Official Receipt/ ABTC information sheet with Philhealth stamp	None	2 minutes	Nurse / ABTC
18. None	18. Administers Antirabies Vaccine based on the dose per Category	None	3 minutes	Nurse / ABTC
15. Receives the PEP Card and acknowledges the instructions are understood	15. Issues patient's PEP Card and gives instructions on the schedule of succeeding vaccination	None	2 minutes	Nurse / ABTC
TOTAL:		Category I- PHP1,217.50/ dose Category II- PHP 1,217.50/ dose Category III- PHP 3,652.50/ dose RIG- PHP 1,800.00/vial	1 hour, 5 minutes	

51. Dental Services (Tooth Extraction)

Dental clinic provides services such as dental consultation that includes evaluation of dental concern and status of patient and tooth extraction to eliminate teeth that are unrestorable through tooth decay, periodontal disease or dental trauma, especially when associated with toothache.

Office or Division:	Orani District Hospital/ Dental Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Patient Needing Dental Services (Tooth Extraction)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- OPD Record/ Triage Form - 1 Original Copy of Patient's Valid ID		Records Section/ Triage Nurse Patients		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Triage area and fill out patient information slip for Dental Check-up.	1. Facilitates completion of Triage Health Declaration Form/OPD Record	None	3 minutes	Nurse / Triage Area



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RE-SPONSIBLE
2. None	2. Performs initial inter- view and take vital signs.	None	2 minutes	<i>Nurse I</i> Triage Area
3. None	3. Notifies Dental Ser- vice for patient consult	None	1 minute	<i>Nurse I</i> Triage Area
4. Proceeds to Dental Clinic.	4. Receives and inter- views patient to identify the patient's concern.	None	5 minutes	<i>Dental Aide</i> Dental Department
5. None	5. Evaluates patient's teeth and identify man- agement; 5.1 Provides dental health instruction **If for check-up pro- ceed to step 13	None	5 minutes	<i>Dentist II</i> Dental Department
6. None	6. Provides instructions on the procedure once identified for Tooth Ex- traction,	None	2 minutes	<i>Dentist II</i> Dental Department
7. Receives charge slip and proceeds to billing and cashier	7. Issues charge Slip for the Dental Procedure and anesthetic and in- structs payment process	Dental Proce- dures * Anterior Teeth/ Root Fragments -PHP 250.00 *Posterior Teeth (Premolars and Molars)/ Se- verely Broken- down Teeth (Normal Extrac- tion Procedure) -PHP 300.00 *Local Anesthe- sia (Additional) - PHP 50.00 Oral Prophylax- is *Scaling -PHP 400.00	2 minutes	<i>Dental Aide</i> Dental Department



8. None	8. Facilitates wearing of appropriate personal protective equipment (PPE) or isolation gown for the procedure	None	3 minutes	<i>Dentist II/ Dental Aide</i> Dental Department
9. Returns to Dental Section and submits official receipt to Dental Aide	9. Receives official receipt	None	1 minute	<i>Dental Aide</i> Dental Department
10. None	10. Prepares Dental instruments needed for Tooth Extraction;	None	3 minutes	<i>Dental Aide</i> Dental Department
11. None	11. Serves Anesthetic Agent to Dentist	None	2 minutes	<i>Dental Aide</i> Dental Department
12. Undergoes dental treatment and procedures	12. Renders prescribed treatment and procedures	None	15 minutes	<i>Dentist II</i> Dental Department
13. Receives instruction on take home medications and post-operative care	13. Gives instruction on take home medications and post-operative care	None	3 minutes	<i>Dentist II</i> Dental Department
TOTAL:		Dental Procedures * Anterior Teeth/ Root Fragments -PHP 250.00 *Posterior Teeth (Premolars and Molars)/ Severely Broken-down Teeth (Normal Extraction Procedure) -PHP 300.00 *Local Anesthesia (Additional) - PHP 50.00 Oral Prophylaxis *Scaling -PHP 400.00	47 minutes	



52. Dental Services (Oral Prophylaxis)				
Dental clinic provides services such as dental consultation that includes evaluation of dental concern and status of patient and tooth extraction to eliminate teeth that are unrestorable through tooth decay, periodontal disease or dental trauma, especially when associated with toothache.				
Office or Division:	Orani District Hospital/ Dental Department			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Patient Needing Dental Services (Oral Prophylaxis)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- OPD Record/ Triage Form - 1 Original Copy of Patient's Valid ID		Records Section/ Triage Nurse Patients		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Triage area and fill out patient information slip for Dental Check-up.	1. Facilitates completion of Triage Health Declaration Form/OPD Record	None	3 minutes	<i>Nurse I</i> Triage Area
2. None	2. Performs initial interview and take vital signs.	None	2 minutes	<i>Nurse I</i> Triage Area
3. None	3. Notifies Dental Service for patient consult	None	1 minute	<i>Nurse I</i> Triage Area
4. Proceeds to Dental Clinic.	4. Receives and interviews patient to identify the patient's concern.	None	5 minutes	<i>Dental Aide</i> Dental Department
5. Receives charge slip and proceeds to billing and cashier	5. Issues charge Slip for oral prophylaxis and instructs payment process	PHP 400.00	2 minutes	<i>Dental Aide</i> Dental Department
6. None	6. Facilitates wearing of appropriate personal protective equipment (PPE) or isolation gown for the procedure	None	3 minutes	<i>Dentist II/ Dental Aide</i> Dental Department
7. Returns to Dental Section and submits official receipt to Dental Aide	7. Receives official receipt	None	1 minute	<i>Dental Aide</i> Dental Department
8. None	8. Prepares Dental instruments needed for oral prophylaxis	None	3 minutes	<i>Dental Aide</i> Dental Department
9. Undergoes oral prophylaxis procedures	9. Renders procedures	None	20 minutes	<i>Dentist II</i> Dental Department
10. Receives instructions	10. Gives instruction	None	3 minutes	<i>Dentist II</i> Dental Department
TOTAL:		PHP 400.00	43 minutes	



53. Blood Station Services (In and Out Patients Needing Blood Crossmatching)

A blood service facility, duly authorized by the DOH whose main function is the storage, issuance, transport and distribution of whole blood and packed red cells.

Office or Division:	Orani District Hospital /Laboratory Department
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	IN AND OUT PATIENTS NEEDING BLOOD CROSSMATCHING

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Duly Accomplished Blood Request Form - 1 Original Copy of Duly Accomplished Cross-matching request from		Medical Officer III; Nurse II		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Laboratory and submits blood request form and cross-matching request	1. Receives blood request form and cross-matching request	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
2. None	2. Verifies crossmatching and blood request	None	2 minutes	<i>Medical Technologist II</i> Laboratory Department
3. Proceeds to blood extraction area	3. Instructs patient to proceed to blood extraction area	None	2 minutes	<i>Medical Technologist II</i> Laboratory Department
4. None	4. Collects blood samples	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
5. None	5. Labels blood samples	None	1 minute	<i>Medical Technologist II</i> Laboratory Department
6. None	6. Processes cross matching and blood typing	None	2 hours	<i>Medical Technologist II</i> Laboratory Department
6. None	6. Encodes patient data and results	None	10 minutes	<i>Medical Technologist II</i> Laboratory Department
7. Receives charge slip and proceeds to cashier and billing for payment	7. Issues charge slip and instructs payment process **For In-Patients, forward charge slip to Billing Section	ABO-Rh Typing- PHP200.00 Cross Matching- PHP 700.00	10 minutes	<i>Medical Technologist II</i> Laboratory Department



8. None	8. Accomplishes Result Forms	None	10 minutes	<i>Medical Technologist II</i> Laboratory Department
9. Returns to laboratory and presents Official Receipt	9. Acknowledges Official Receipt and releases the results	None	2 minutes	<i>Medical Technologist II</i> Laboratory Department
TOTAL:		ABO-Rh Typing- PHP 200.00 Cross Matching- PHP 700.00	2 hours, 47 minutes	

54. Blood Station Services (In and Out Patients Needing Issuance of Blood Units)

A blood service facility, duly authorized by the DOH whose main function is the storage, issuance, transport and distribution of whole blood and packed red cells.

Office or Division:	Orani District Hospital/ Laboratory Department
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	IN AND OUT PATIENTS NEEDING ISSUANCE OF BLOOD UNITS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 1 Original Copy of Proof of Payment - 1 Original Copy of Official Result Form - Releasing Logbook 		Patient/Relatives Medical Technologist II		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the laboratory for issuance of blood units and presents Official Receipt.	1. Receives and verifies Official Receipt	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
2. None	2. Checks crossmatching result and blood unit, tag to patient.	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
3. None	3. Checks the sticker number attached to the blood units, segment number, blood component and blood type, date of collection and expiry date.	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
4. None	5. Prepares blood unit as to what type of blood component to be transfuse	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department



5. None	4. Logs the issued Blood to releasing logbook	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
3. None	3. Issues blood and blood component.	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
6. Signs the blood release logbook and receives the blood component	6. Instructs client/ nurse on duty to sign the blood releasing logbook	None	5 minutes	<i>Medical Technologist II</i> Laboratory Department
TOTAL:		None	35 minutes	

55. Ultrasound Procedures (In-Patient)

A very safe and painless medical imaging procedure that utilizes high-frequency sound waves to provide cross-sectional image of the body with minimal radiation exposure.

Office or Division: Orani District Hospital/ Ultrasound Department

Classification: Simple Transaction

Type of Transaction: G2C- Government to Citizen

Who may avail: In Patient

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Ultrasound Request		Attending or Requesting Physician Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Forwards Ultrasound request to radiology department with the radiology request receiving logbook to be signed by the Radiologic Technologist on duty	1. Receives Ultrasound request form from Ward nurse on duty and signs the radiology request receiving logbook	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
2. None	2. Validates patient information, procedure, and patient's chief complaint and history.	None	3 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
3. None	3. Informs the Ward Nurse on Duty to transport the patient to the Ultrasound Room	None	1 minute	<i>Administrative Aide III</i> Ultrasound Department



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Transports patient to the Ultrasound Room by the Utility personnel via wheelchair or stretcher	4. Receives patient from the ward and explains the procedure to the patient 4.1. Instructs patient's personal preparation prior to diagnostic examination	None	5 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
5. Wears patient gown	5. Provides patient's gown and assists patient to the examination bed	None	3 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
6. None	6. Positions the patient and performs Ultrasound procedure requested by the physician.	None	Chest - 7 minutes KUB - 8 minutes Hepatobiliary Tree - 6 minutes KUB with Prostate - 8 minutes Pelvic/ Biometry - 7 minutes Upper/ Lower Abdomen - 7 minutes Prostate - 4 minutes Whole Abdomen - 10 minutes Liver - 4 minutes Scrotal - 3 minutes	<i>Sonologist</i> Ultrasound Department



7. Signs the accomplishment report form	7. Inputs patient's data to the ultrasound log book and accomplishment report form. 7.1. Instructs the patient or relative to sign the space provided for them.	None	2 minutes	Radiologic Technologist II or Radiologic Technologist I Ultrasound Department
8. Transports back to the ward by the utility	8. Informs the Ward Nurse on Duty that the patient may be transported back to the ward	None	1 minute	Administrative Aide III Ultrasound Department
9. None	9. Analyzes the sonographic images and prints out the official reading	None	5 minutes	Sonologist Ultrasound Department
10. Receives the Ultrasound result for the requesting physician's interpretation and diagnosis	10. Endorses patient's Ultrasound result to the Nurse on Duty for Physician's interpretation and diagnosis	None	2 minutes	Radiologic Technologist II or Radiologic Technologist I Ultrasound Department
11. None	11. Encodes patient's transaction on iHOMIS	None	3 minutes	Radiologic Technologist II or Radiologic Technologist I Ultrasound Department
12. None	12. Prints charge slip and forwards charge slip to the billing section	Refer on List of Fees	3 minutes	Radiologic Technologist II or Radiologic Technologist I Ultrasound Department

LIST OF FEES

Breast (Right/Left)- PHP 800.00 Breast Bilateral- PHP 1,400.00 Chest (Right/Left)- PHP 800.00 Chest Bilateral- PHP 1,600.00 Cranial- PHP 700.00 Hepatobiliary (HBT)- PHP 900.00 Inguinoscrotal- PHP 1,500.00 Kidney/Renal- PHP 700.00 KUB-PHP 900.00 KUB/Pelvic- PHP 1,000.00 KUB with Prostate- PHP 1,000.00 Pelvic- PHP 500.00 Pelvic Biometry- PHP 500.00	Prostate- PHP 500.00 Renal- PHP 600.00 Scrotal- PHP 1,200.00 Soft Tissues- PHP 500.00 Thyroid- PHP 800.00 Upper/Lower Abdomen- PHP 800.00 Whole Abdomen- PHP 1,100.00 Whole Abdomen (Pre/Post Void) - PHP 1,000.00 Neck- PHP 800.00	Prostate- PHP 500.00 Renal- PHP 600.00 Scrotal- PHP 1,200.00 Soft Tissues- PHP 500.00 Thyroid- PHP 800.00 Upper/Lower Abdomen- PHP 800.00 Whole Abdomen- PHP 1,100.00 Whole Abdomen (Pre/Post Void)- PHP 1,000.00
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TOTAL:	Breast (Right/Left)-PHP 800.00	Chest - 36 minutes
	Breast Bilateral-PHP 1,400.00	KUB - 37 minutes
	Chest (Right/Left)-PHP 800.00	Hepatobiliary Tree - 35 minutes
	Chest Bilateral-PHP 1,600.00	KUB with Prostate - 37 minutes
	Cranial-PHP 700.00	Pelvic/ Biometry- 36 minutes
	Hepatobiliary (HBT)-PHP 900.00	Upper/ Lower Abdomen - 36 minutes
	Inguinoscrotal-PHP 1,500.00	Prostate - 33 minutes
	Kidney/Renal-PHP 700.00	Whole Abdomen - 39 minutes
	KUB-PHP 900.00	Liver - 33 minutes
	KUB/Pelvic-PHP 1,000.00	Scrotal - 32 minutes
	KUB with Prostate-PHP 1,000.00	
	Pelvic-PHP 500.00	
	Pelvic Biometry-PHP 500.00	
	Neck-PHP 800.00	
	Prostate-PHP 500.00	
	Renal-PHP 600.00	
	Scrotal-PHP 1,200.00	
	Soft Tissues-PHP 500.00	
	Thyroid-PHP 800.00	
	Upper/Lower Abdomen-PHP 800.00	
	Whole Abdomen-PHP 1,100.00	
	Whole Abdomen (Pre/Post Void)-PHP 1,000.00	



56. Ultrasound Procedures (Out-patient)

A very safe and painless medical imaging procedure that utilizes high-frequency sound waves to provide cross-sectional image of the body with minimal radiation exposure.

Office or Division:	Orani District Hospital/ Ultrasound Department
Classification:	Simple Transaction
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Out-Patient

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 1 Original Copy of Ultrasound Request		Attending or Requesting Physician Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Ultrasound room on scheduled date of examination	1. Receives ultrasound request form	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
2. None	2. Validates patient information, procedure, and patient's chief complaint and history.	None	3 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
3. None	3. Explains the procedure to the patient including its contraindication. 3.1. Instructs patient's personal preparation prior to diagnostic examination	None	2 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
4. Wears patient gown	4. Provides patient's gown and assists patient to the examination bed	None	3 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
5. None	5. Positions the patient and performs Ultrasound procedure requested by the physician.	None	Chest - 7 minutes KUB - 8 minutes Hepatobiliary Tree - 6 minutes KUB with Prostate - 8 minutes Pelvic/ Biometry- 7 minutes Upper/ Lower Abdomen - 7 minutes Prostate - 4 minutes Whole Abdomen - 10 minutes Liver - 4 minutes Scrotal - 3 minutes	<i>Sonologist</i> Ultrasound Department



6. Signs the accomplishment report form	6. Inputs patient's data to the ultrasound log book and accomplishment report form. 6.1. Instructs the patient or relative to sign the space provided for them.	None	2 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
7. Proceeds to cashier for payment	7. Gives the charge slip and instructs patient or patient's significant other to settle bill to the billing and cashier's section	Breast (Right/Left)-PHP 800.00 Breast Bilateral-PHP 1,400.00 Chest (Right/Left)-PHP 800.00 Chest Bilateral-PHP 1,600.00 Cranial-PHP 700.00 Hepatobiliary (HBT)-PHP 900.00 Inguinoscrotal-PHP 1,500.00 Kidney/Renal-PHP 700.00 KUB-PHP 900.00 KUB/Pelvic-PHP 1,000.00 KUB with Prostate-PHP 1,000.00 Pelvic-PHP 500.00 Pelvic Biometry-PHP 500.00 Neck-PHP 800.00 Prostate-PHP 500.00 Renal-PHP 600.00 Scrotal-PHP 1,200.00 Soft Tissues-PHP 500.00 Thyroid-PHP 800.00 Upper/Lower Abdomen-PHP 800.00 Whole Abdomen-PHP 1,100.00 Whole Abdomen (Pre/Post Void)-PHP 1,000.00	3 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department



8. Returns to Ultra-sound room and presents Official Receipt to Ultrasound staff	8. Verifies official receipt and writes the OR number on the logbook	None	1 minute	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
9. None	9. Returns the Official Receipt to the patient and instructs patient to return after one (1) day with the official receipt for the release of the official result	None	2 minutes	<i>Radiologic Technologist II or Radiologic Technologist I</i> Ultrasound Department
TOTAL:		Breast (Right/Left)- PHP 800.00 Breast Bilateral- PHP 1,400.00 Chest (Right/Left)- PHP 800.00 Chest Bilateral- PHP 1,600.00 Cranial- PHP 700.00 Hepatobiliary (HBT)- PHP 900.00 Inguinoscrotal- PHP 1,500.00 Kidney/Renal- PHP 700.00 KUB PHP 900.00 KUB/Pelvic- PHP 1,000.00 KUB with Prostate- PHP 1,000.00 Pelvic- PHP 500.00 Pelvic Biometry- PHP 500.00 Neck- PHP 800.00 Prostate- PHP 500.00 Renal- PHP 600.00 Scrotal- PHP 1,200.00 Soft Tissues- PHP 500.00 Thyroid- PHP 800.00 Upper/Lower Abdomen- PHP 800.00 Whole Abdomen- PHP 1,100.00 Whole Abdomen (Pre/Post Void)- PHP 1,000.00	Chest - 24 minutes KUB - 25 minutes Hepatobili- ary Tree - 13 minutes KUB with Prostate - 25 minutes Pelvic/ Bi- ometry- 24 minutes Upper/ Lower Ab- domen - 24 minutes Prostate - 21 minutes Whole Ab- domen - 27 minutes Liver - 21 minutes Scrotal - 20 minutes	