



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





TUBIGON COMMUNITY HOSPITAL

ADMINISTRATIVE SERVICES





12. AVAILING OF X-RAY SERVICES

Schedule of Availability of Service:
8:00AM – 5:00PM Daily

Who May Avail of the Service:
Anybody with a doctor’s request to help diagnose or manage a painful condition.

- What are the Requirements:
- 1. X-ray Request Form
 - 2. Official Receipt

Duration: Taking of Result 1 to 3 days

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	For Outpatients: Approach PACD for inquiries and registration.	Advise patient for consultation. Register the patient. Give charge slip for consultation fee.	1-3 minutes	Krizia F. Manigo / Chielo Legaspi	120.00	Charge Slip
2	Go to the OPD Section Present Official Receipt	Receive/review the accomplished form	1-2 minutes	OPD Nurse		OPD Record
3	Go to the OPD Physician when called.	General consultation. Prepares request for examination and instruct the patient to proceed to the cashier.	5-10 minutes	Meyzadel B. Mante, MD OPD Physician		X-ray Request Form
3	Clients with X-ray Request previously ordered and from private clinics: Register client and provide patient’s case number.	Advise patient to go to the cashier for payment.	1-3 minutes	Saisona Yen Jongco, RN/ Krizia F. Manigo	Case to case basis depending on the X-ray request	X-ray Request Form
4	Pay desired examination: ❖ Abdominal AP ❖ Ankle AP/L ❖ Arm AP/L ❖ Cervical Spine AP/L ❖ Cervical Spine AP/L/O ❖ Cervical Spine w/ Open Mouth ❖ Chest Bucky ❖ Coccyx ❖ Cranial ❖ CXR AP/L Pedia ❖ CXR L ❖ CXR LDR ❖ CXR PA ❖ CXR PA/LDR/LAT ❖ CXR PAL ❖ Elbow APL ❖ Forearm ❖ Font AP/O	Receive X-ray Request, payment and issue official receipt. Refers patient to the X-Ray Department	1-2 minutes	Cashier	330.00 330.00 352.00 330.00 750.00 500.00 275.00 550.00 550.00 280.00 198.00 198.00 198.00 550.00 385.00 275.00 330.00 440.00	X-ray Request Form



