

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

			Duration of			
Step	Applicant/Client	Action Officer	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/O Cervical Spine w/ Open Mouth Chest Bucky Coccyx Cranial CXR AP/L Pedia CXR L CXR L CXR LDR CXR PA 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	330.00 330.00 352.00 330.00 750.00 500.00 275.00 550.00 280.00 198.00 198.00 198.00 385.00 275.00 330.00 440.00	X-ray Request Form

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 Hand AP/L Hips AP/L Knee AP/L Leg AP/L Lumba Sacral AP/L Mandible AP/O Modified Sinuses Pelvic AP Shoulder APL Skull AP/L Skull Series Thoracic Lumbar AP/L Water's View Water's View LAT Wrist AP/L READING FEE 				330.00 300.00 330.00 550.00 550.00 350.00 390.00 275.00 275.00 330.00 900.00 850.00 275.00 550.00 275.00	<i>ชิกิ</i> ลติกซ์ ๑๖		
Present the X-ray request and official receipt to the X-ray Technologist	Receives request and record it in the logbook. Perform specific examination. Inform the patient when to come back for the releasing schedule of the X-ray result. Process and prepare X-ray for interpretation of the Radiologist.	5-10 minutes	Helda Bongcales Rad Tech Or Bernardito Amigo X-ray Tech		X-ray Request Form OR		
Go back to the X-ray Department for the result.	Release the Official X-ray Result to the patient	1-3 days	Helda Bongcales Rad Tech Or Bernardito Amigo X-ray Tech		OR		
For In Patients: Informed by the ROD of the procedure.	Makes order in the patient's chart	1-3 minutes	Resident on Duty		Admission Chart		
Wait for the request form.	Fill up the X-ray request form. Give request Form to the SO and advise to pay for the reading fee.		Ward Nurse on Duty				
Pay reading fee to the cashier with the request form: For NBB patients For NBB patient in Pvt room Fon non-Philhealth patients	Receive X-ray Request, payment and issue official receipt.	1-2 minutes	Cashier	None 55.00- 110.00 55.00- 110.00	X-ray Request Form		
·	Fill-out the Client Sat		rm	-			
END OF TRANSACTION							