



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





# **TUBIGON COMMUNITY HOSPITAL**

ADMINISTRATIVE SERVICES





6. AVAILING LABORATORY EXAMINATION

Schedule of Availability of Service:  
7:00am – 5:00pm Daily

Who May Avail of the Service:  
Anybody to facilitate the doctors determine a diagnosis, plan treatment, check to see if treatment is working, or monitor the disease over time.

- What are the Requirements:
- 1. Laboratory Request Form
  - 2. Official Receipt
  - 3. Specimen

Duration: 30 minutes to 70 minutes

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Approach PACD for inquiries and registration  Present laboratory request.	Receive laboratory request  Instruct to pay for laboratory request  Give specimen bottle if needed	1-3 minutes	Krizia F. Manigo / Chielo Legaspi		
	For new patients with laboratory request: Fill out applicable forms.	Assist patient in filling out applicable forms  Process registration for new patients	3-5 minutes	Krizia F. Manigo / Chielo Legaspi		
	For patients without laboratory request: Advised to consult a doctor for desired laboratory test.	Advice client to seek consultation first for desired laboratory test.				
2	Pay desired laboratory test:  ❖ Anti-Treponema Pallidum/Syphillis Ab Testing ❖ Blood Chemistry <ul style="list-style-type: none"><li>➤ Blood Uric Acid (BUA)</li><li>➤ Cardiac Panel</li><li>➤ CBS</li><li>➤ Creatinine</li><li>➤ Fasting Blood Sugar (FBS)</li><li>➤ HbA1C</li><li>➤ HDL</li><li>➤ LDL</li><li>➤ Potassium</li><li>➤ RBS</li><li>➤ Serum Albumin Test</li><li>➤ Serum Chloride Test</li><li>➤ Serum ionized</li></ul>	Receive Laboratory Request and payment	1-2 minutes	Cashier	250.00  190.00  1,783.00 110.00 150.00 140.00  600.00 195.00 78.00 300.00 140.00 200.00 300.00 300.00	Laboratory Request Form

