

MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





TUBIGON COMMUNITY HOSPITAL

ADMINISTRATIVE 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: 5-30 minutes

			_			
Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Go to the PACD for inquiries.	Check if patient has request form. Advise patient to go to the cashier for payment.	1-2 minutes	Krizia F. Manigo / Chielo Legaspi	Case to case basis depending on the X-ray request	X-ray Request Form
2	Abdominal AP Ankle AP/L Arm AP/L Cervical Spine AP/L/O Cervical Spine AP/L/O Cervical Spine w/ Open Mouth Chest Bucky Coccyx Cranial CXR AP/L Pedia CXR L CXR LDR CXR LDR CXR PA/LDR/LAT CXR PAL Elbow APL Forearm Font AP/O Hand AP/L Hips AP/L Knee AP/L Leg AP/L Lumbo Sacral AP/L Mandible AP/O Modified Sinuses Pelvic AP Shoulder APL Skull Series Thoracic Lumbar AP/L Water's View Water's View Water's View RPA/L Arm AP/L READING FEE	Receive X-ray Request, payment and issue official receipt. Refers patient to the X-Ray Department	1-2 minutes	Cashier	330.00 330.00 330.00 352.00 330.00 750.00 500.00 275.00 550.00 280.00 198.00 198.00 198.00 275.00 330.00 440.00 330.00 330.00 550.00 350.00 350.00 350.00 350.00 275.00 275.00 275.00 275.00 275.00 550.00 275.00 550.00 275.00 550.00 550.00	X-ray Request Form
	Present the X-ray request	Receives request and	5-10 minutes	Helda		X-ray

ATY OF PA
OF OF SEA

	<u> </u>									
	and official receipt to the X- ray Technologist	record it in the logbook.		Bongcales Rad Tech		Request Form				
	ray recimologist	Perform specific		Or		Official				
		examination.		Bernardito		Receipt				
		Inform the patient when to come back for the releasing schedule of the X-ray result.		Amigo X-ray Tech						
		Process and prepare X- ray for interpretation of the Radiologist.								
4	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		Official Receipt				
6	For Admitted patient: 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				
7	Give X-ray request form to the X-ray Department	Patient will be brought to the X-ray Department	3-5 minutes minutes	X-ray personnel	Case to case basis	X-ray Request Form				
	Fill-out the Client Satisfaction Rating Form									

Fill-out the Client Satisfaction Rating Form END OF TRANSACTION