

RADIOLOGY

(Provision of imaging techniques such as x-ray radiography and ultrasound to diagnose disease.)

1.1 Ultrasound

Who may avail the service:	Patients
Service Schedule:	
BDH	(Tuesday 2:00 PM onwards)
BLDH	(Tuesday 12:00 PM to 2:00 PM)
CDH	(Monday and Thursday 2:30 PM onwards)
NDH	(Wednesday to Friday 2:30 PM onwards)
RDH	(Tuesday 3:00 PM to 5:00 PM)
Requirements:	Ultrasound Examination Request
Fee/s:	Depending on Ultrasound Examination to be done (Refer to the 2017 Revenue Code of the Province of La union)
Service Duration:	Forty (40) Minutes
How to avail of the service:	

STEPS	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceeds to Ultrasound Room and presents request slip	Receives and examines Ultrasound request if properly and completely filled up and duly signed by the requesting Medical Officer Prepares charge slip, examines bill and instructs patient/ companion to proceed to the cashier for payment	5 Minutes	Radiologic Technologist	None	Ultrasound Request
2	Undergoes Radiology procedures	Prepares patient on the ultrasound examining table	5 Minutes	Radiologic Technologist	None	None
		Scans patient according to the region of interest and interprets scanned images	15 Minutes	Sonologist	None	None

STEPS	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
3	Proceeds to cashier with charge slip and pays corresponding bill	Receives payment and issues official receipt	2 Minutes	Radiologic Technologist/ Cashier	Depends upon the examination requested	Charge slip Official Receipt
	Goes back to ultrasound room and presents OR	Records name of patient and examination to be done	2 Minutes	Radiologic Technologist	None	Logbook
		Records the Official Receipt number and amount paid in the logbook	2 Minutes	Radiologic Technologist	None	Official Receipt
		Scans patient according to the region of interest and interprets scanned images	15 Minutes	Sonologist	None	None
4	Waits for results	Encodes the result of the ultrasound in the computer and print results for patients copy	5 Minutes	Radiologic Technologist/ Sonologist	None	None
5	Gets results and proceeds to Medical officer	Releases result to the patient/companion upon signing on the logbook as proof of release	2 Minutes	Radiologic Technologist	None	Official Receipt
End of Transaction						

Note: Allowable period for extension due to unusual circumstances: Thirty (30) Minutes

1.2 X-Ray

Who may avail the service:

Service Schedule:

BDH

BLDH

CDH

NDH

Patients

(Monday to Sunday 8:00AM to 5:00PM)

(Monday to Friday 8:00AM to 8:00PM)

(Monday to Friday 8:00AM to 8:00PM)

(Monday to Friday 8:00AM to 5:00PM)

RDH

(Saturday 8:00 AM to 12:00PM)
(Monday to Sunday 7:00AM to 11:00AM)

Requirements:

Fee/s:

Service Duration:

How to avail of the service:

Radiology Examination Request

Depending on Radiology Exam to be done

Thirty (30) Minutes

STEPS	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceeds to Radiology Room and presents request slip	Receives and examines Radiology request if properly and completely filled up and duly signed by the requesting Medical Officer Prepares charge slip, examines bill and instructs patient/ companion to proceed to the cashier for payment	5 Minutes	Radiologic Technologist	None	Radiology Request
2	Undergoes Radiology procedures	Conducts radiology procedure	2 Minutes	Radiologic Technologist	None	None
		Examines the radiograph done if it is satisfactory. Shows radiograph to Medical Officer for wet reading	2 Minutes	Radiologic Technologist Medical Officer	None	None
3	Proceeds to cashier with charge slip and pays corresponding bill	Receives payment and issues official receipt	2 Minutes	Cashier	Refer to the 2017 Revenue Code of the Province of La union	Charge slip Official Receipt
	Returns to Radiology Room and presents OR	Records name of patient and examination to be done	2 Minutes	Radiologic Technologist	None	Logbook
		Records Official Receipt number and amount paid on the logbook	2 Minutes	Radiologic Technologist	None	Official Receipt
4	Waits for results	Advices the patient/ companion to return on the date set for the release of the official result	2 Minutes	Radiologic Technologist	None	None

STEPS	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
		Presents the radiograph to the Radiologist for Reading	10 Minutes		None	None
		Encodes the result of the X-ray in the computer and prints results for patient's copy	5 Minutes	Radiologic Technologist	None	None
5	Claims results	Releases result and/or Radiology film to the patient/companion upon signing on the logbook as proof of release	2 Minutes	Radiologic Technologist	None	Official Receipt
End of Transaction						

Note: Allowable period for extension due to unusual circumstances: Thirty (30) Minutes