

SERVICES: LABORATORY DEPARTMENT

Description of Service: *Performs a wide variety of tests using the most current technology that will provide accurate results to be utilized by the clientele of the San Antonio City of Ilagan Hospital.*

Office or Divisions:	San Antonio City of Ilagan Hospital			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Clients – In Patients			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Laboratory Request		Resident on Duty		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Collect urine / fecal samples	Receives laboratory request forms from Ward	None	2-5 minute	Katrina G. Nicolas <i>Medical Technologist II</i> or Hazel A. Diaz <i>Medical Technologist I</i> or Medical Technologist on Duty
	Check completeness of the request forms indicating the Patient's Name, age, sex, birthday, request and signature of the requesting physician.	None	2-5 minute	Katrina G. Nicolas <i>Medical Technologist II</i> or Hazel A. Diaz <i>Medical Technologist I</i> or
	Perform venipuncture for blood tests			

	<p>Affix Signature of the Medical Technologist who performed the test</p> <p>Results will be forwarded to the Nurse Station</p> <p>Nurse on Duty should affix signature to the receiving logbook</p>	<p>None</p> <p>None</p>	<p>2-5 minutes</p>	<p><i>Medical Technologist I</i> or <i>Medical Technologist on Duty</i></p> <p>Laboratory Aide on Duty</p> <p>Nurse on Duty</p>
	<p>TOTAL:</p>	<p>Amount varies depending on the Laboratory tests requested by the resident on duty</p>	<p>Time varies depending on the laboratory tests requested by the resident on duty</p>	<p>Katrina G. Nicolas <i>Medical Technologist II</i> or Hazel A. Diaz <i>Medical Technologist I</i> or <i>Medical Technologist on Duty</i></p>