

RADIOLOGY DEPARTMENT

Description of the Service: *This provides medical assistance to any individual who needs medical attention. This aims to diagnose, treat illness & provide appropriate medical assistance.*

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| Office or Divisions: | SAN ANTONIO CITY OF ILAGAN HOSPITAL - X-RAY DEPARTMENT | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government TO CLIENT | | | |
| Who may avail: | IN AND OUT PATIENT | | | |
| CHECKLIST OF REQUIREMENT | | WHERE TO SECURE | | |
| X-RAY REQUEST FORM OFFICIAL RECEIPT | | RESIDENT ON DUTY CASHIER | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.Receives x-ray request forms from Out-Patient / In-Patient Department | Check completeness of the request forms indicating the Case Number, Hospital Number Patient's Name, age, sex, birthday, and history of patient signature of the requesting physician. -Indicate the price of each test on the request form | None | 1-2 minutes | Robert S. Gama Jr., RRT or RadTech on duty |
| 2.Proceed to the cashier for payments of the request procedure | 2.Assesment and verification was done and order of payment was given -Check the Official Receipt number | None | 1-3 minutes | Aida I. Turqueza or Cashier on duty |
| -A.PARANASAL SINUSES WATER'S/CADWELL/LATERAL VIEW | | ₱600 ₱ 450 | | |
| -B.MANDIBLEOPEN MOUTH/OBLIQUE/LATER | | ₱ 200 | | |
| -C. WATER VIEW | | ₱ 400 | | |
| -D. MASTOID VIEW LAW'S/STENVERS VIEW | | ₱ 200 | | |
| -E. NASAL BONE | | ₱ 400 | | |
| -F.ZYGOMATIC | | ₱200 | | |

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| 7.Nurse on duty are allowed to borrow films only if they have the stamp of their physician. | 7.Release the x-ray film. | None | within the 24 hrs depending on the bulk of patient | Nurse on Duty Ma.ClaritaNavarro Miranda,MD |
| 8.Interpretation/Official reading of Radiographs | 8.Wait for the official reading from the radiologist. | None | 1-2days | Robert S. Gama Jr., RRT or RadTech on duty |
| 9.Release of official report is usually given within 24 hours after the procedure, or depending on the discretion of the radiologist. | 9. Print a copy of xray result for patient and record the result. | None | 1-3 minutes | Robert S. Gama Jr., RRT or RadTech on duty |
| 10. Receiving of official results/film is given to patient or relatives and will sign in receiving logbook. | 10. Release the result to the patient. | | | |
| | TOTAL: | Depending on x-ray examination requested by ROD. | Depending on x-ray examination requested by ROD. | Robert S. Gama Jr., RRT or RadTech on duty |