



External

10. SERVICENAME: REQUEST FOR LABORATORY EXAMINATION (OUT PATIENT)

Description of the Service: provides essential diagnostic services that support the detection, diagnosis, monitoring, and prevention of diseases. It performs laboratory examinations on various biological specimens such as blood, urine, stool, and other body fluids. These tests help physicians evaluate the health condition of patients and guide them in making accurate medical decisions and treatments.

The laboratory operates as an important support unit of the hospital and serves both **in-patients and out-patients**. It is staffed by trained **Registered Medical Technologists and laboratory personnel** who follow standard laboratory procedures to ensure accurate and reliable test results.

Office or Division:	Clinical Laboratory
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	All patient / client for admission

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Out Patient Area		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient undergoes consultation and receives laboratory request	Physician take history and signs laboratory request form	None	30 mins – 1 hr.	Resident on duty / Nurse on duty
2. Proceeds to the billing for	Check request form, prepare	None	5 mins	Billing staff on duty



	quotation of laboratory request	and provide fee quotation			
3.	Proceeds to the cashier to pay the provided fee quotation	Issues Official Receipt and advice to return to laboratory	See Appendix A Table	3 mins	Cashier on duty
4.	Return to the laboratory for specimen collection / extraction	Medical Technologist collect specimen	None	3 mins	Medical Technologist on duty
5.	Wait for processing of laboratory tests.	Process the collected specimen and perform the requested laboratory test	None	See Appendix A Table 1	Medical Technologist on duty
6.	Claim laboratory results	Medical Technologist will log it and release the laboratory result	None	5 mins	Medical Technologist on duty
TOTAL				46 mins – 1hr. 16 mins (excluding laboratory test processing time)	