



External

11. SERVICE NAME: REQUEST FOR LABORATORY EXAMINATION (IN-PATIENT AND ER)

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
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Request Form	In-patient charging at ward and Emergency Room area
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. ER AND IN Patient Request procedure	Physician take history and signs laboratory request form	None	30 mins – 1 hr.	Resident on duty / Nurse on duty



	The Nurse on Duty will charge the request thru IHOMIS system.			
2. Laboratory Charging using IHOMIS system.	Medical Technologist charge the patient	None	3 mins	Medical Technologist on duty
3. Laboratory Extraction in ward or ER	Medical Technologist collect specimen	None	3 mins	Medical Technologist on duty
4. Wait for processing of laboratory tests.	Process the collected specimen and perform the requested laboratory test	None	See Appendix A Table	Medical Technologist on duty
5. 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)	