



External

12. SERVICENAME: RADIOLOGIC EXAMINATION SERVICES

Description of the Service: Provision of radiological procedures.

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		
<ul style="list-style-type: none"> • Patient Request • Official Receipt 		<ul style="list-style-type: none"> • In-patient Ward • Outpatient Department • Referring Facility of Physicians 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Radiology Department and submit x-ray request	Accepts request for examination and refers patient or relative to the cashier for payment	See Appendix A table 2	2 mins	Radiologic Technologist on duty
2. Proceed to Cashier Section and present charge slip	The Cashier accepts and checks charge slip, accepts payment, issues official receipt and refers the patient back to	None	3 mins	Cashier Staff on duty



	Radiologic Department			
3. Proceed to Radiologic Department and present Official Receipt	Checks the official receipt presented and records it in the logbook.	None	3 mins	Radiologic Technologist on duty
	Performs the x-ray procedures	None	See Appendix A table 2	Radiologic Technologist on duty
	Sends out images of x-ray images in Radiologist Work station	None	3 mins	Radiologic Technologist on duty
	Releases official results the following day	None	1 day	Radiologic Technologist on duty
	TOTAL	None	1 day and 11 mins (excluding processing time per procedure)	