



Internal/External

16. SERVICENAME: NURSING DEPARTMENT

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

Office or Division:	SAN ANTONIO CITY OF ILAGAN HOSPITAL
Classification:	Simple
Type of Transaction:	Government Citizens/Client
Who may avail:	OUT PATIENT

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Patient's Medical Record, X-ray, and Laboratory Request	San Antonio City of Ilagan Hospital/Health Information Management Office/ Diagnostic Center/ Billing and Cashier Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. All patients are instructed by the nurse/midwife on duty to proceed to the records section to secure his / her past medical records.	For new patients, ensure records are created with complete information. For returning patients, retrieve and provide their records to them or their	None	1 – 2 minutes	Hospital Information Management Officer
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	authorized representative s.			
2. After data recording of a new patient or retrieval of records for the old patient, the patient proceeds to OPD.	The nurse/midwife on duty will take the patient's medical history and vital signs and document them properly.	None	3-5 minutes	Nurse on Duty/Midwife on Duty
3. Patient now proceeds for consultation.	Obtain a comprehensive medical history, physical examination, and request for laboratory or x-ray procedures as necessary	None	3-10 minutes	Doctor on Duty
4. Proceed to the cashier for the payment of the requested procedure/s	Receives Doctor's request for Laboratory and X-ray.	Depends on the laboratory/x-ray request	2-5 minutes	Aida Turqueza or Cashier on duty
		Laboratory Fees (if needed) HIV Screening Test		



			<p>- 50.00</p> <p>Hepa A - 550</p> <p>CBC - 220</p> <p>Urinalysis - 100</p> <p>Fecalysis - 100</p> <p>Pregnancy Test</p> <p>- 150</p> <p>Blood Typing - 150</p> <p>Gram Stain - 150</p> <p>HBsAg - 320</p> <p>RPR - 320</p> <p>Dengue NS1 - 600</p> <p>Dengue IgG / IgM - 1, 200</p> <p>Typhidot - 580</p> <p>FBS - 125</p> <p>Lipid profile - 750</p> <p>Cholesterol - 150</p> <p>Triglyceride - 150</p> <p>BUA - 150</p> <p>BUN - 150</p> <p>Creatinine - 150</p> <p>SGPT - 250</p> <p>SGOT - 250</p> <p>Na - 380</p> <p>K - 380</p> <p>Cl - 380</p> <p>iCa - 380</p>		
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			<p>RBS - 100</p> <p>Swab Antigen - 660</p> <p>OGTT – 375</p> <p>Price list for X-ray</p> <p>Skull APL- 600.00</p> <p>Paranasal sinuses water's/cadwel /lateral view - 900.00</p> <p>STL nose - 200.00</p> <p>Neck APL - 550.00</p> <p>Mandible-open mouth/oblique/ lateral 600.00</p> <p>Water's view P400.00</p> <p>Mastoid view law's/stenvers view P400.00</p> <p>Nasal bone (right and left view) 600</p> <p>Nasal bone water's view/right and left lateral view -900.00</p> <p>5. Towne's view P400.00</p>		
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			<ul style="list-style-type: none">• Zygomatic Arch (Cheek bone P 400.00• Abdomen supine/upright P600.00• Apicolordotic view P 400.00<ul style="list-style-type: none">• Babygram 1,000.00• Chest x-ray PA (adult) P 300.00• Chest x-ray AP/lateral (Pedia) 550.00<ul style="list-style-type: none">• Lateral Decubitus (right and left view) 550.00• Kidney ureter Bladder(KUB) plain AP 400.00• Cervical spine APL P550.00• Clavicle P300.00• Thoracic cage AP P 300.00• Thoracic spine AP/lateral P600.00• Lumbosacral APL P900.00• Pelvis AP P300.00		
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			<p>Pelvis AP/oblique view P600.00</p> <p>UPPER EXTREMITIES • Humerus/arm APL P400.00</p> <ul style="list-style-type: none">• Hand APOL P400.00• Wrist APL P400.00 • Forearm APL P400.00• Elbow APL P400.00• Shoulder AP • P300.00 <p>LOWER EXTREMITIES</p> <ul style="list-style-type: none">• High joint AP 400.00• Thigh /femur APL P400.00• Knee APL P400.00 • Leg APL P400.00• foot APOL P400.00		
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5. The patient will proceed to the laboratory for testing if a laboratory procedure is requested	Sample collection or extraction will be performed	The procedure will depend on the specific laboratory request	2-5 minutes	Katrina G. Nicolas (Med. Tech.) or Medical Technologist on Duty
6. The patient will proceed to the X-ray Dept. for the procedure if requested.	Performs X-ray	Depends on the X-ray request	15-20 minutes	Robert S. Gama Jr., RRT or Rad. Tech on duty
7. Proceed to the pharmacy for the pricing of the prescription	Prescribed medicines available, pricing done and the client proceeds to the cashier for payment.	Depends on the prescribed medicines	2-5 minutes	Marie Laurence S. Tamayo (Pharmacist) or Pharmacist on Duty
8. Proceed to the cashier for the payment of the medicines prescribed	Receives Doctor's prescription from pharmacy with the amount to be paid.	Depends on medicines, laboratory and other procedures made	2-5 minutes	Aida Turqueza or Cashier on duty.
9. Proceed back to the pharmacy for the dispensing of medicines and further instructions	Pharmacist dispenses the prescribed medicines	Depends on the prescribed medicines	2-5 minutes	Marie Laurence S. Tamayo (Pharmacist) or Pharmacist on Duty



	Total:	30-60 mins.	
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