



Internal/External

4. SERVICE NAME: CLINICAL LABORATORY

Description of the Service: The laboratory provides a wide array of diagnostic services, ensuring that results are accurate and dependable, which in turn supplies essential information for effective patient care. Our unwavering commitment to precision empowers our staff to make prompt, informed decisions, ultimately leading to improved treatment outcomes for our esteemed clientele.

Office or Division:	San Antonio City of Ilagan Hospital			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Clients or out patient			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Laboratory Request Official Receipt		Resident on Duty Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives laboratory request forms from Out-Patient Department	Check completeness of the request forms indicating the Patient's Name, age, sex, birthday, request and signature of the requesting physician. Indicate the price of each	None	5-10 minutes	Katrina G. Nicolas Medical Technologist II or Hazel A. Diaz Medical Technologist I or Medical Technologist on Duty



		test on the request form			
2. Proceed to the Cashier / Billing Department for payment	Patient should settle payment at the Cashier / Billing Department Check the OR number	Depends on the Laboratory Request	5-15 minutes	Aida Turqueza Admin Aide I Or Cashier on Duty	
3. Proceed to the Laboratory Department for extraction / obtaining of samples	Prepare laboratory working sheets for different sections of the laboratory indicating the Name, Age, Sex, Requesting Physician and OR Number. Perform venipuncture for blood tests Patient will collect urine / fecal sample depending on the request	Depends on the Laboratory Request	10-15 minutes	Katrina G. Nicolas Medical Technologist II or Hazel A. Diaz Medical Technologist I or Medical Technologist on Duty	
4. Waiting time while samples are being processed	Perform the indicated test as requested by the physician	HIV Screening Test - 50.00 Hepa A - 550 CBC - 220	1 hour 1 hour 1 hour 1 hour	Katrina G. Nicolas Medical Technologist II or Hazel A. Diaz Medical Technologist I or	



			Urinalysis - 100	1 hour	Medical Technologist on Duty
			Fecalalysis - 100	40 minutes	
			Pregnancy Test - 150	1 hour	
			Blood Typing - 150	3 hours	
			Gram Stain - 150	1 hour	
			HBsAg - 320	1 hour	
			RPR - 320	1 hour	
			Dengue NS1 - 600	1 hour	
			Dengue IgG / IgM - 1, 200	4 hours	
			Typhidot - 580	4 hours	
			FBS - 125	4 hours	
			Lipid profile - 750	4 hours	
			Cholesterol - 150	4 hours	
			Triglyceride - 150	4 hours	
			BUA - 150	4 hours	
			BUN - 150	4 hours	
			Creatinine - 150	4 hours	
			SGPT - 250	2 hours	



		SGOT - 250 Na - 380 K - 380 Cl - 380 iCa - 380 RBS - 100 Swab Antigen - 660 OGTT - 375	2 hours 2 hours 2 hours 40 minutes 1 hour 5 hours	
	Receiving, typing and verifying of results Double Check all data Typing of Result Save to OPD result per month Affix Signature of the Medical Technologist who performed the test Affix Signature of the Medical Technologist who verified the result	None	20 - 30 minutes	Laboratory Aide on Duty Katrina G. Nicolas Medical Technologist II or Hazel A. Diaz Medical Technologist I or Medical Technologist on Duty
5. Proceed to the Out Patient	Issuance of result to the client	None	5 minutes	Resident on Duty



Department for consultation				
TOTAL		Amount varies depending on the Laboratory tests requested by the resident on duty	Time varies depending on the laboratory tests requested by the resident on duty	Katrina G. Nicolas Medical Technologist II or Hazel A. Diaz Medical Technologist I or Medical Technologist on Duty