



CITIZEN'S CHARTER

PASIG CITY CHILDREN'S HOSPITAL

NAME OF SERVICE

Radiological Examination (X-ray, Ultrasound, CT Scan)

Brief Description of the service

The Pasig City Children's Hospital provides diagnostic procedures like X-ray, CT scan, Ultrasound to detect abnormalities from a patient as prescribed/requested by a medical officer.

Office or Division	Pasig City Children's Hospital – Child's Hope Diagnostic Imaging Department
Classification	G2B- GOVERNMENT TO CITIZENS
Type of Transaction	SIMPLE
Who may avail	PATIENTS WITH RADIOLOGY REQUEST

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Doctor's request	Patient Attending Physician

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Present radiology request at Out-Patient Department			2 minutes	Patient / Relative / Companion
2	Encode request for radiology procedures in the Hospital information System.			2 minutes	Medical Records Clerk
3	Encode request for			2 minutes	



	radiology procedures in the Hospital information System.				Patient
4	Check the Hospital Information System for the request and issue order of payment			2 minutes	Radiology Aide
5	Pay at the Cashier **For PRIVILEGE CARD HOLDER PROCEED TO BILLING SECTION FOR VALIDATION			2 minutes	Patient Cashier
6	Go back to Diagnostic Imaging Department and present the Official (OR)			2 minutes	Patient Radiology Aide
7	Administer radiology examination / procedure or give instructions if procedure or advice to return for schedule			20 minutes	Radiology Technologist X-ray Technologist

NOTE : FEES TO BE PAID Depends on the procedure



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NAME OF SERVICE

Radiological Examination (X-ray, Ultrasound, CT Scan)

Brief Description of the service

Ang Pasig City Children's Hospital ay nagbibigay ng diagnostic procedures tulad ng X-ray, CT scan, Ultrasound para malaman kong may abnormalities sa pasyente.

Office or Division	Pasig City Children's Hospital – Child's Hope Diagnostic Imaging Department
Classification	G2B- GOVERNMENT TO CITIZENS
Type of Transaction	SIMPLE
Who may avail	PASYENTE NA MAY RADIOLOGY REQUEST

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Doctor's request	Patient Attending Physician

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Ipakita ang request sa OPD			2 minuto	Pasyente / Kamaganak ng pasyente
2	Itala sa Hospital Information System ang radiology procedure			2 minuto	Medical Records Clerk
3	Itala sa Hospital			2 minuto	Patient



	Information System ang radiology procedure Pumunta sa Diagnostic Imaging Dept. at ipakita ang doctor's request				
4	I-check sa Hospital Information System ang request at bigyan ng order of payment and pasyente			2 minuto	Radiology Aide
5	Magbayad sa Kahera Kung meron Privilege card pumunta sa Billing Section			2 minuto	Pasyente / Kamaganak ng pasyente Cashier
6	Bumalik sa Diagnostic Imaging Dept at ipakita ang resibong binayaran			2 minuto	Pasyente / Kamaganak ng pasyente Radiology Aide
7	Gawin ang eksaminasyon o sasabihin sa pasyente kung iskedyul or gagawin na agad at sasabihan ng mga preparasyon			20 minuto	Radiology Technologist X-ray Technologist

NOTE : FEES TO BE PAID : Depende sa procedure