



PROCEDURES IN AVAILING ULTRASOUND SERVICES

RMBGH offers ultrasound, a diagnostic procedure of obstetrics and gynecology cases.

Office or Division:	ULTRASOUND ROOM			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	In-patients, OPD and ER			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Physician		
Charge Slip		OPD Clinic		
Health Declaration Form		Security Guard		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Bring the ultrasound request form to the clinic and give to the secretary of the clinic for assignment of number, filling up of health declaration form and issuance of charge slip.	Receives the request form and filled up health declaration form, assigns number and issue charge slip	Depends on the procedure being requested	10-15 Minutes	Secretary of the ultrasound clinic
After paying, stay at the waiting area while waiting for your name or number to be called	Calls the patient from the waiting area for the procedure	See Transaction Slip	30-60 Minutes	
Once your number or name is called, go inside the ultrasound room for the performance of the procedure being requested	Perform the requested procedure	None	30-60 Minutes	Sonologist or Perinatologist
After the procedure, stay at the waiting area and wait for the release of the ultrasound result		None	40-60 Minutes	Secretary of the Clinic
Present the receipt for documentation and claim the result of	Issues the official ultrasound result	None	10 Minutes	Secretary of the Clinic

the procedure				
Sign in the procedure logbook to acknowledge receipt of the result		None	2 Minutes	Secretary of the Clinic