



RADIOLOGY DEPARTMENT

Assess the patients' medical history, obtain consent, treatment plan and treat using various procedures.

Office or Division:	Radiology Department: Diagnostic Section			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All OPD Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Hospital Card		Medical Records / Admitting		
Patient's Chart		Medical Records		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceeds to Radiology Reception Area: Presents Requests	Receives request from patient; Gives verbal and written instructions for preparation prior to the procedure, Schedules date of examination	None	2-5 minutes	Clerk
Pays to Cashier	Receives payment; Issues Official Receipt	See Transaction slip		Cash Clerk
Proceeds to Radiology Reception Area	Informs outpatient the date release of official result	None	1 minute	Radiologic Technologist
Proceeds to X-ray Room	Performs the procedure: Processes digital images	None	5-15 minutes	Radiologic Technologist
Proceeds to Radiology Reception Area	Informs releasing of the X-ray Official Result	None	1 minute	Radiologist
Proceeds to Radiology Releasing Area	Releasing of the X-ray Official Result; Provides digital copy (if requested)	None	In-Patient: within 24 Hours OPD: 2 working days	Radiologic Technologist

