

CT SCAN PROCEDURES

Office or Division:	Radiology Unit: Diagnostic Section: CT SCAN																															
Classification:	Simple																															
Type of Transaction:	G2C – Government to Citizen																															
Who may avail:	ER-Patient, Out-Patient and Admitted Patient																															
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE																														
For Out-patient: Hospital Card (1 original copy) Radiology Request Form (1 original copy)		Out-Patient Department																														
For In-patient/ ER-patient: Patient's Chart (1 original copy) Radiology Request Form (1 original copy)		Emergency Room																														
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																												
1. Proceed to Radiology receiving area and present request form and secure schedule for the procedure <ul style="list-style-type: none"> Out-patient:patient ER-Patient In-patient 	1. Receives request form 1.1 Gives verbal and written instructions for preparation prior to the procedure 1.2 Inform the Patient/NOD of the schedule	None	10 Minutes	<i>Radiologic Technologist</i> Radiology Unit <i>Nurse on Duty/Nurisng Aide</i> Nursing Service Division																												
2. Proceeds to CT-Scan Room	2. Performs the procedure	None	60 Minutes	<i>Radiologic Technologist</i> Radiology Unit																												
3. Wait for the issuance of Charge Slip	3. Issue Charge Slip	None	3 Minutes	<i>Radiologic Technologist Aide/ Radiologic Technologist</i> Radiology Unit																												
4. Pay or settle bill at the Cashier	4. Receives Payment and issue Official Receipt	CT SCAN (PLAIN) <table border="1"> <tr><td>HEAD/BRAIN</td><td>₱ 3,500.00</td></tr> <tr><td>HEAD WITH 3D RECONSTRUCTION</td><td>₱ 3,150.00</td></tr> <tr><td>CHEST</td><td>₱ 3,500.00</td></tr> <tr><td>CHEST HR</td><td>₱ 4,000.00</td></tr> <tr><td>CT ADRENALS</td><td>₱ 3,240.00</td></tr> <tr><td>MANDIBLE/NECK</td><td>₱ 4,000.00</td></tr> <tr><td>MANDIBLE/NECK WITH 3D RECONSTRUCTION</td><td>₱ 3,600.00</td></tr> <tr><td>ORBITS</td><td>₱ 4,000.00</td></tr> <tr><td>PNS</td><td>₱ 3,000.00</td></tr> <tr><td>TEMPORAL BONE</td><td>₱ 4,000.00</td></tr> <tr><td>NASOPHARYNX</td><td>₱ 3,500.00</td></tr> <tr><td>FACIAL BONE</td><td>₱ 4,500.00</td></tr> <tr><td>FACIAL BONE WITH 3D RECONSTRUCTION</td><td>₱ 4,050.00</td></tr> <tr><td>THORACIC SPINE</td><td>₱ 4,000.00</td></tr> </table>	HEAD/BRAIN	₱ 3,500.00	HEAD WITH 3D RECONSTRUCTION	₱ 3,150.00	CHEST	₱ 3,500.00	CHEST HR	₱ 4,000.00	CT ADRENALS	₱ 3,240.00	MANDIBLE/NECK	₱ 4,000.00	MANDIBLE/NECK WITH 3D RECONSTRUCTION	₱ 3,600.00	ORBITS	₱ 4,000.00	PNS	₱ 3,000.00	TEMPORAL BONE	₱ 4,000.00	NASOPHARYNX	₱ 3,500.00	FACIAL BONE	₱ 4,500.00	FACIAL BONE WITH 3D RECONSTRUCTION	₱ 4,050.00	THORACIC SPINE	₱ 4,000.00	5 Minutes	<i>Collecting officer on duty</i> Cashier Unit
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5. Goes back to Radiology Receiving Area and present Official Receipt	5. Encode the Official Receipt 5.1 Informs the patient as to the date of release of Official Result	None	2 Minutes	Radiologic Technologist Aide/ Radiologic Technologist Radiology Unit																																																																				
6. Proceeds to Radiology receiving area	6. Release of Official Result; Provide a digital copy (if requested)	None	In-Patient & ER: within 24 Hours, OPD: 3 working days	Radiologic Technologist Aide/ Radiologic Technologist Radiology Unit																																																																				