

## PROCEDURES IN AVAILING OBSTETRICS AND GYNECOLOGY ULTRASOUND SERVICES

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

<b>Office or Division:</b>		Obstetrics and Gynecology Ultrasound Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		In-patients, OPD and ER		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Form (1 copy)		Physician		
Charge Slip (1 copy)		OB Ultrasound Clinic		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present a Negative RT-PCR Test Result and fill-up the Health Declaration Form	1. Check RT-PCR Result and issue a Health Declaration Form	None	5 Minutes	<i>Information Desk Officer</i>
2. Bring the Ultrasound Request Form together with filled up Health Declaration Form to OB Ultrasound Room and give to the Secretary of the Clinic for queuing	2. Receives the request form and filled up Health Declaration Form for queuing	None	5 Minutes	<i>Secretary of the ultrasound clinic Obstetrics and Gynecology Unit</i>
3. Stay at the waiting area while waiting for your name or number to be called	3. Calls the patient from the waiting area for the procedure	None	30 Minutes *Depending on the case and number of patients	<i>Secretary of the ultrasound clinic Obstetrics and Gynecology Unit</i>
4. Proceed to the ultrasound room for the procedure	4. Perform the requested procedure and encode data for official result	None	40 Minutes *Depending on the case and number of patients	<i>Ob Gyn Ultrasound Subspecialist or Perinatologist Obstetrics and Gynecology Unit</i>
5. Wait for the issuance of Charge Slip	5. Issue charge slip to the patient	None	3 Minutes	<i>Secretary of the ultrasound Clinic Obstetrics and Gynecology Unit</i>
6. Proceed to the Cashier to pay the fees.	6. Receives payment and issue official receipt to the patient	Transvagina P1,200.00  Transrectal P1,200.00  Pelvic P1,200.00 BPS P1,200.00	5 Minutes	<i>Collecting Officer on duty Cashier Unit</i>

7. Present the Official Receipt for documentation and claim the official result	7. Release the official result	None	5 Minutes	<i>Secretary of the ultrasound Clinic Obstetrics and Gynecology Unit</i>
8. Sign in the procedure Logbook to acknowledge receipt of the result	8. Document in the Logbook the release of official result	None	2 Minutes	<i>Secretary of the ultrasound clinic Obstetrics and Gynecology Unit</i>