



Republic of the Philippines  
 Lapu-Lapu City Hospital  
 A. Tumalak St., Gun-ob, Lapu-Lapu City 6015  
 Cebu, Philippines  
 Tel No. (032) 340-0248; (032) 340-0249

**LAPU-LAPU CITY HOSPITAL**

<b>Service Name:</b>	<b>X-ray</b> is a quick, painless, non-invasive imaging test that uses small doses of radiation to visualize internal structures, primarily bones				
<b>Office/Division:</b>	<b>Lapu-Lapu City Hospital – Radiology Department</b>				
<b>Who May Avail?</b>	General public				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2C – Government to Citizens				
<b>Checklist of Requirements:</b>			<b>Where to Secure:</b>		
Request form signed by a Physician Radiology Request Form			Outpatient Department (OPD patients), Emergency Department (ER patients), and Laboratory (for patients from other facilities or clinics).		
<b>Schedule of Service Availability:</b> Open 24 hours					
CLIENT STEPS	AGENCY ACTION	NECESSARY FORMS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Submit the duly accomplished X-ray request form	1.1 Receive and validate the request.	Radiology Request Form	15 minutes	None	Radiology Receptionist: Charlie Saga
2. Pricing	2.1 Identify the procedure and indicate its cost	Radiology Request Form	15 minutes	None	Radiology Receptionist: Charlie Saga/ Radiologic Technologist on duty
3. Proceed to the Cashier/Malasakit Center (outpatients) or charge to bill (ER and inpatients)	3.1 Issue an order of payment/charge to the patient's hospital account.	Radiology Request Form and Charge Slip	30 minutes	<b>See Radiology Department Schedule of Fees</b>	Radiology Receptionist: Charlie Saga and Cahier on duty Billing Department
4. Returns to the Radiology Department	4.1 Verify payment/charge slip and accept request.	Official Receipt/Charge Slip, X-ray Request Form	15 minutes	None	Radiology Receptionist: Charlie Saga
5. Submits self to undergo procedure.	5.1 Perform the requested procedure.	Official Receipt/Charge Slip, X-ray Request Form	45 minutes	None	Radiologic Technologist on duty
6. Secure the claim clip.	6.1 Issue a claim slip.	Radiology Claim Slip		None	
7. Ask for the releasing date and time	7.1 Advise the patient on the day and time of the release of official result.	X-ray Request Form, X-ray Logbook	3 days	None	Radiologist
8. Claims result(s)	8.1 Prints the official X-ray result.	Valid ID, OR/Availment Slip	15 minutes	None	Radiologic Technologist on duty
9. Signs logbook upon receipt of official result	9.1 Releases the official X-ray result.	Xray Logbook	5 minutes	None	

**TOTAL** 3 days, 2 hours, and 20 minutes

<b>Service Name:</b>	<b>General ultrasound</b> is a noninvasive real-time imaging technique using sound waves to visualize internal organs, muscles, and blood vessels. <b>OB ultrasound (including TVS, Pelvic Ultrasound)</b> is a procedure used during pregnancy to monitor pregnancy, assess fetal growth, anatomy, and evaluate the amniotic fluid
<b>Office/Division:</b>	<b>Lapu-Lapu City Hospital – Radiology Department</b>
<b>Who May Avail?</b>	All patients (inpatients and outpatients) with doctor’s request for a general/OB ultrasound
<b>Classification:</b>	G2C – Government to Citizens
<b>Type of Transaction:</b>	Highly Technical

<b>Checklist of Requirements:</b>	<b>Where to Secure:</b>
Doctor’s Request	Nurse Station / Outpatient Department / Doctor’s Clinic

**Schedule of Service Availability:**  
**General Ultrasound:** Monday to Friday 2:30 PM – 5:30 PM, Wednesday 4:30 PM – 6:30 PM  
**OB-Gyne Ultrasound:** Tuesday 1:00 PM – 3:00 PM

CLIENT STEPS	AGENCY ACTION	NECESSARY FORMS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Present GENERAL ULTRASOUND/ OB GYNE request (ED, OPD, Inpatients)	1.1 Receive and validate the request.	Gen Ultrasound / OB Gyne Ultrasound Request Form	15 mins	None	Radiology Receptionist: Charlie Saga
	1.2 Scheduling of procedure.	Gen Ultrasound / Ob Gyne Ultrasound Request Form	20 mins	None	Radiology Receptionist: Charlie Saga
2. Proceed to Cashier/Malasakit Center (outpatients) or charge to bill (ER and inpatients)	2.1 Issue an order of payment/ charge to the patient’s hospital account.	Gen Ultrasound / OB Gyne Ultrasound Request Form and Charge Slip	20 mins.	<b>See Radiology Department Schedule of Fees</b>	Radiology Receptionist: Charlie Saga and Cahier on duty Billing Department
3. Return to Radiology Department on the scheduled date.	3.1 Verify payment/charge slip and accept request.	Official Receipt/Charge Slip General Ultrasound / OB Gyne Ultrasound Request Form	10 mins.	None	Radiologic Technologist on duty
4. Submits self to undergo the procedure.	4.1 Procedure is performed on the patient.	Official Receipt/Charge Slip, General Ultrasound / Ob Gyne Ultrasound Request Form	45 mins.	None	Radiologist/OB Sonologist
5. Secure the claim clip.	5.1 Issue a claim slip.	Radiology Claim Slip	10 minutes	None	Radiologic Technologist on duty
6. Ask for the releasing date and time	6.1 Advise the patient on the day and time of the release of official result.	Radiology Claim Slip	1 day	None	Radiologist
7. Claims result(s)	7.1 Prints the official ultrasound result.	Valid ID, OR/Availment Slip	15 minutes	None	Radiologic Technologist on duty
8. Signs logbook upon receipt of official result	8.1 Releases the official X-ray result.	Ultrasound Logbook	5 minutes	None	Radiologic Technologist on duty
<b>TOTAL</b>			<b>1 day, 2 hours, and 20 minutes</b>		

<b>Service Name:</b>	<b>Two-Dimensional Echocardiography (2D Echo)</b> is a non-invasive, ultrasound-based diagnostic test that produces real-time, moving, two-dimensional images of the heart's chambers, valves, and walls.				
<b>Office/Division:</b>	<b>Lapu-Lapu City Hospital – Radiology Department</b>				
<b>Who May Avail:</b>	Patients with physician's order/request for 2D Echo				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2C – Government to Citizen				
<b>Checklist of Requirements:</b>			<b>Where to Secure:</b>		
1 copy of the physician's order/request			Nurse's Station (Inpatients); Outpatient Department or Private Physician's Clinic		
CLIENT STEPS	AGENCY ACTION	NECESSARY FORMS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Present the 2D Echo request (ED, OPD, Inpatients)	1.1 Receive and validate the request.	2d Echo Request Form	15 mins	None	Radiology Receptionist: Charlie Saga/ Radiologic Technologist on duty
	1.2 Scheduling of procedure.	2d Echo Request Form	20 mins	None	Radiology Receptionist: Charlie Saga (for scheduling)
2. Proceed to the Cashier/Malasakit Center (for outpatients) or have the procedure charged to the bill (for ED and inpatients)	2.1 Issue an order of payment or charge to the patient's hospital inpatient account.	2d Echo Request Form and Charge Slip	30 mins.	Total Fee: Php 2,000 Procedure Fee: Php 1,500 Reader's Fee: Php 500  **The above payment applies to patients who will not avail of Malasakit program or who do not have PhilHealth coverage.	Radiology Receptionist: Charlie Saga and Cashier on duty Billing Department
3. Return to the Radiology Department on the scheduled date.	3.1 Verify the payment or charge slip and accept the request.	Official Receipt/Charge Slip, 2D Echo Request Form	15 mins.	None	Radiology Receptionist: Charlie Saga / Radiologic Technologist on duty
4. Submits self to undergo the procedure.	4.1 Procedure is performed on the patient.	Official Receipt/Charge Slip, General Ultrasound / Ob Gyne Ultrasound Request Form	45 mins.	None	Cardiac Sonographer: Carmarie Cascabel
5. Secure the claim clip.	5.1 Issue a claim slip.	Radiology Claim Slip	10 minutes	None	
6. Ask for the releasing date and time	6.1 Advise the patient on the day and time of the release of official result.	Radiology Claim Slip	3 days	None	Cardiologist
7. Claims result(s)	7.1 Prints the official ultrasound result.	Valid ID, OR/Availment Slip	15 minutes	None	Radiology Receptionist: Charlie Saga / Radiologic Technologist on duty

8. Signs logbook upon receipt of official result	8.1 Releases the official X-ray result.	Ultrasound Logbook	5 minutes	None	Radiology Receptionist: Charlie Saga / Radiologic Technologist on duty
<b>Total</b>			<b>3 days, 2 hours, and 35 minutes</b>	<b>Php 2,000.00</b>	

<b>Service Name:</b>	ECG				
<b>Office/Division:</b>	Lapu-Lapu City Hospital – Radiology Department				
<b>Who May Avail?</b>	Patients with physician's order/request for ECG				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2C – Government to Citizen				
<b>Checklist of Requirements:</b>			<b>Where to Secure:</b>		
1 copy of the physician's order/request			Nurse's Station (Inpatients); Outpatient Department or Private Physician's Clinic		
<b>Schedule of Service Availability:</b>					
ECG: Monday to Thursday 8:00 AM – 3:00 PM, Friday 8:00 AM – 2:00 PM					
CLIENT STEPS	AGENCY ACTION	NECESSARY FORMS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Present ECG request (ED, OPD, Inpatients)	1.1 Receive and validate the request.	ECG Request Form	15 mins	None	Radiology Receptionist: Charlie Saga
2. Pricing	2.1 Identify the procedure and indicate its cost	ECG Request Form	15 mins	None	Radiologic Technologist on duty
3. Proceed to Cashier/Malasakit Center (outpatients) or charge to bill (ER and inpatients)	3.1 Issue an order of payment/ charge to the patient's hospital account.	ECG Request Form and Charge Slip	30 mins.	Php 100  **The above payment applies to patients who will not avail of Malasakit program or who do not have PhilHealth coverage.	Radiology Receptionist: Charlie Saga and Cahier on duty Billing Department
4. Submits self to undergo the procedure.	4.1 Procedure is performed on the patient.	Official Receipt/Charge Slip, General Ultrasound / Ob Gyne Ultrasound Request Form	45 mins.	None	ECG Technician: Vña Bocado
5. Secure the claim clip.	5.1 Issue a claim slip.	Radiology Claim Slip	10 minutes	None	Radiology Receptionist: Charlie Saga / Radiologic Technologist on duty

6. Ask for the releasing date and time	6.1 Advise the patient on the day and time of the release of official result.	Radiology Claim Slip	3 days	None	Cardiologist
7. Claims result(s)	7.1 Prints the official ultrasound result.	Valid ID, OR/Availment Slip	15 minutes	None	Radiology Receptionist: Charlie Saga / Radiologic Technologist on duty
<b>TOTAL</b>			<b>3 days, 2 hours, and 10 minutes</b>	Php 100	