



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>	Provides affordable and quality laboratory services to admitted and non-admitted patients				
<b>Office/Division:</b>	<b>Lapu-Lapu City Hospital – Laboratory Department</b>				
<b>Who May Avail?</b>	General Public				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2C – Government to Citizen				
<b>Checklist of Requirements:</b>			<b>Where to Secure:</b>		
Request form signed by a Physician Laboratory 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
Present laboratory request (OPD, ED, S. O, or In-Patient request logged by nurse)	Receive and validate laboratory request	LLCH-Laboratory request form	5 minutes	None	Laboratory Receptionist/ Nurse on Duty
Proceed to cashier/ Malasakit Center (for OPD) or charge to bill (for ER and In-patient)	Issue order of payment/ charge to patient's hospital account	Laboratory Request Form/ Charge slip	15 minutes	See schedule of fees	Laboratory Receptionist/ Cahier on duty Billing Department
Go to Laboratory	Verify payment/ charge slip and accept request	OR/ Charge slip, Laboratory Request Form	10 minutes	None	Laboratory Staff
Patient preparation and blood extraction	Collect specimen (blood, urine, etc.) following proper protocol	Laboratory Request Form, Specimen container	15 minutes	None	Medical Technologist/ Phlebotomist on duty
Wait for verification	Check specimen for adequacy and acceptability	Laboratory Request Form	10 minutes	None	Medical Technologist on duty
Wait for results	Process, analyze, and log results	Laboratory Request Form, Laboratory Logbook	<b>Refer to TAT Table (below)</b>	None	Medical Technologist on duty
Claim results	Release official laboratory results	Valid ID, OR/ Availment slip	5 minutes	None	Laboratory Receptionist/ Medical Technologist on duty
<b>TOTAL</b>			<b>1 hour</b>		

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**B. Turnaround Time (TAT) for Laboratory Tests**

CATEGORY	TESTS INCLUDED	TURNAROUND TIME (after blood extraction)
Outpatient Department	Chemistry with Fasting	Next day: 7:00AM
	Routine Tests	Within 3 hours
	Other Tests	Within 4 hours
Emergency Department/ In-Patient	Routine Tests	Within 2 hours
	Other Tests	Within 3 hours
STAT Tests	CBC, Blood typing, Troponin I, Na & K, Pregnancy Test	Within 1 hour
	Other Tests	Within 2 hours

**C. Classification of Tests**

1. Routine Tests: CBC, Blood typing, Urinalysis, Fecalalysis, and Pregnancy Test
2. Other Tests: FBS, Lipid Panel, BUN, Creatinine, Uric Acid, SGPT, SGOT, TBDB, Albumin, Na & K, Syphilis, Dengue Duo, HBsAg, HIV, Troponin I, CRP, HbA1c, FOBT