



FAR NORTH LUZON GENERAL HOSPITAL AND TRAINING CENTER
 Quirino, Luna, Apayao
PATHOLOGY DEPARTMENT
CITIZEN'S CHARTER



PATHOLOGY DEPARTMENT (In-Patient)

SERVICE SCHEDULE		MONDAY- FRIDAY			8:00 AM- 4:00PM	NO NOON BREAK	
STEP	ACTIVITIES	FEE	NECESSARY FORM	DOCUMENTARY REQUIREMENTS	MAXIMUM TIME	RESPONSIBLE OFFICER/EMPLOYEE	ALLOWABLE PERIOD OF EXTENSION & ACCEPTABLE REASON
1	Nurse /Nursing attendant submits laboratory.	None	In-patient request form	Doctor's order in the chart	5 minutes	Nurse / Nursing Attendant on duty	5 minutes
1	Receives and checks request.	None	In-patient request form	None	5 minutes	Medical Technologist on duty	5 minutes
1	RMT proceeds to the ward for specimen collection.	None	In-patient request form	None	Depends upon the examination requested	Medical Technologist on duty	Depends upon the total numbers of patients
1	RMT examines specimen collected.	None	In-patient request form	Doctor's order in the chart	Depends upon the examination requested	Medical Technologist on duty	Depends upon the total numbers of patients
1	RMT records results	None	In-patient request form	None	5 minutes	Medical Technologist on duty	5 minutes
1	RMT prepares charge slip and submits to the billing section	per amount of exam	In-patient charge slip	None	5 minutes	Medical Technologist on duty	5 minutes
1	RMT releases and endorse laboratory results and lets the endorsement logbook be signed by the Nurse/Nursing Attendant on Duty	None	Laboratory result	None	5 minutes	Medical Technologist on duty	5 minutes

Approved by:

MARLENE L. LUBO, MD,FPPS,MHA
 Medical Center Chief I

