



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



RADIOLOGY DEPARTMENT PROCEDURE

SERVICE SCHEDULE		MONDAY- SUNDAY			24 HOURS	NO NOON BREAK	
STEP	ACTIVITIES	FEE	NECESSARY FORM	DOCUMENTARY REQUIREMENTS	MAXIMUM TIME	RESPONSIBLE OFFICER/EMPLOYEE	ALLOWABLE PERIOD OF EXTENSION & ACCEPTABLE REASON
1	Patient present roentgenology request duly signed by the requesting	none	Roentgenology request form	Waiver if patient is pregnant	5 seconds	NOD/NA/RadTech	Confirm the request if information is properly filled accordingly specially the
2	Radiographic procedure	none	none	none	1 minute	Radtech on duty	Malfunctions of machine
3	Develops and print radiographic image	none	none	none	3 minutes	Radtech on duty	Malfunctions of machine
4	Prepares radiology bill	none	Charge slip	none	1 minute	Radtech on duty	
5	Release of radiographic image for wet read	none		none	1 minute	Radtech on duty	
6	Release of roentgenology report(IN-PATIENT)	none	System generated report with DOH logo and FNLGHTC logo	Duplicate hard copy for filing	1 day	Radtech on duty	Official reading sent out after 24 hours
	Release of roentgenology report(OUT-PATIENT)	none	System generated report with DOH logo and FNLGHTC logo	Duplicate hard copy for filing	2 days	Radtech on duty	Official reading will be released after 2 days
7	Filing of roentgenology request	none	Roentgenology request form	none	10 seconds	Radtech on duty	
	Request with complete data	none	Roentgenology request form	none	5 seconds	Radtech on duty	
	Request with incomplete data	none	Roentgenology request form	none	5 seconds	Radtech on duty	
8	Records patient data in logbook	none	Roentgenology request form	Accredited logbook	15 seconds	Radtech on duty	

Approved by:

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