



Cauayan District Hospital External Services



1. ADMISSION OF PATIENT (EMERGENCY ROOM)

Lahat ng pasyente na ma-aadmit sa ospital ay kinakailangan na makuhanan ng mga kaukulang impormasyon para sa kanyang mga records at ipaalam sa pasyente at bantay ang mga patakaran ng hospital. Ang serbisyong ito ay available araw-araw, 24 oras

Office or Division:	Admitting Section at Emergency Room
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng pasyente na naka-admit sa Ospital
CHECKLIST OF REQUIREMENTS	
1. Referral Slip (Kung Kailangan) (1 Original Copy)	Sa ER Nurse on Duty

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magtungo – sa Emergency Room.	1.1. Salubungin at isakay sa wheelchair o stretcher ang pasyente at dalhin sa examining table.	Wala	2 minuto	<i>ER-Institution Worker</i> Cauayan District Hospital
2. Maghintay para sa panayam at pagsuri ng Nurse at Doctor. Ipakita ang referral slip, kung naaangkop.	2.1. Tanungin ang pasyente ng mga kinakailangang detalye.	Wala	10 minuto	<i>Triage Nurse</i> <i>Triage Area</i> Cauayan District Hospital
	2.2. Kukuhanan ng vital signs at susuriin ito ng Nurse.	Wala	10 minuto	<i>Triage Nurse</i> <i>Triage Area</i> Cauayan District Hospital
	2.3. Isasangguni sa Doctor ang kalagayan ng pasyente.	Wala	2 minuto	<i>Doctor on Duty</i> Cauayan District Hospital
	2.4. Ang Doctor na naka- duty ay susuriin ang pasyente at magtatala ng mga kailangang ipagawang mga diagnostic procedures.	Wala	20 minuto	
	2.5. Isasagawa ng Nurse ang Doctor's orders. Halimbawa: Pagbibigay ng gamot, pagsusumiti ng diagnostic request, at iba pa.	Wala	1 oras	<i>Nurse On Duty</i> <i>Cauayan District Hospital</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6. Kukuhanan ng dugo at iba pang mga ispesimen na kinakailangan bago ilipat sa silid ang pasyente.	Wala	20 minuto	<i>Medical Technologist on Duty</i> <i>Cauayan District Hospital</i>
3. Magtungo – sa ward.	3.1. Ihahatid ng IW ang pasyente gamit ang wheelchair o stretcher.	Wala	5 minuto	<i>ER-Institution Worker</i> <i>Cauayan District Hospital</i>
	3.2. I-eendorso ng ER Nurse sa Ward Nurse ang pasyente.	Wala	5 minuto	<i>ER Nurse</i> <i>Cauayan District Hospital</i>
	3.3. Ipagpapatuloy ang paggamot ayon sa kondisyon ng pasyente.	Wala	Hanggang ma-discharge ang pasyente	<i>Ward Nurse</i> <i>Cauayan District Hospital</i>



2. ADMISSION OF PATIENT (COVID-19 SUSPECT, PROBABLE OR CONFIRMED)

Lahat ng suspect, probable or confirmed COVID-19 patient na ma-aadmit sa hospital ay kinakailangan na makuhanan ng mga kaukulang impormasyon para sa kanyang mga records at ipaalam sa pasyente at bantay ang mga patakaran ng hospital. Ang serbisyong ito ay available araw-araw, 24 oras.

Office or Division:	Admitting Section at ER Triage		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Lahat ng pasyente na naka-admit sa Ospital na maituturing na suspect/probable/confirmed na kaso ng COVID-19		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For patients under quarantine 1. Referral from RHU or quarantine facility (1 Original Copy)		Galing sa RHU Nurse/Doctor	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magtungo at ipakita ang referral slip, kung naaangkop – sa ER.	1.1. Salubungin at isakay sa wheelchair o stretcher ang pasyente at dalhin sa Covid Tent.	Wala	2 minuto	<i>Triage Nurse ER-IW Triage Area</i> Cauayan District Hospital
	1.2. Tanungin ang pasyente ng mga kinakailangang detalye at pagkatapos ay isasangguni sa Doctor.	Wala	10 minuto	<i>Triage Nurse Triage Area</i> Cauayan District Hospital
	1.3. Kukuhanan ng vital signs at susuriin ito ng Nurse.	Wala	10 minuto	<i>Triage Nurse Triage Area</i> Cauayan District Hospital
	1.4. Sabihan ang pasyente na pumunta sa Covid Tent.	Wala	2 minuto	
2. Tumungo para sa karagdagang obserbasyon at lunas ng Nurse at Doctor – sa Covid Tent.	2.2. Ang Doctor na naka-duty ay susuriin ang pasyente at magtatala ng mga kailangang ipagawang mga diagnostic procedures.	Wala	20 minuto	<i>Doctor on Duty</i> Cauayan District Hospital
	2.3. Isasagawa ng	Wala	30 minuto	<i>ER-Nurse on Duty</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Nurse ang Doctor's orders. Halimbawa: Pagbibigay ng gamot, pagbibigay ng diagnostic request, at iba pa.			Cauayan District Hospital
	2.4. Kukuhanan ng dugo at iba pang mga ispesimen na kinakailangan bago ilipat sa Covid Isolation Unit (CIU) ang pasyente.	Wala	20 minuto	<i>Medical Technologist on Duty</i> Cauayan District Hospital
3. Antayin ang IW na maghahatid papuntang Isolation o Covid Room.	3.1. Ihahatid ng IW ang pasyente patungo sa Covid Isolation Unit (CIU).	Wala	10 minuto	<i>IW</i> Cauayan District Hospital
	3.2. I-eendorso ng ER Nurse ang pasyente sa CIU Nurse.	Wala	5 minuto	<i>ER/CIU Nurses</i> Cauayan District Hospital



3. IN-PATIENTS SERVICES

Ang serbisyong ito ay para sa mga admitted patients sa hospital. Ang serbisyong ito ay available araw-araw, 24 oras.

Office or Division:	Nursing Section
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng pasyente na naka-admit sa Ospital
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Wala	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Hintayin ang sasabihin ng IW para sa bakanteng kwarto o ward.	1.1. Dalhin ng Institutional Worker sa Nurse Station.	Wala	3-5 minuto	<i>Institutional Worker</i> Cauayan District Hospital
1.2. Magtungo - sa Kwartong nilaan.	1.2. I-endorso ng Emergency Room Nurse sa ward ang pasyente.			<i>Nurse on Duty Nursing Attendant on Duty</i> Cauayan District Hospital
2. Hintayin ang pagpunta ng Nurse sa silid para sa pagbibigay ng medikasyon.	2.1. Suriin ang kondisyon ng pasyente at isulat sa chart ang natuklasan.	Wala	3-5 minuto	<i>Nurse on Duty Nursing Attendant on Duty</i> Cauayan District Hospital
	2.2. Basahing mabuti ang chart ng pasyente at gawin ang mga order ng doctor.	Wala	20-30 minuto	<i>Nurse on Duty Nursing Attendant on Duty</i> Cauayan District Hospital
	2.3. Isulat sa chart ang mga obserbasyon at ginawa ng nurse.	Wala	10-15 minuto	<i>Nurse on Duty Nursing Attendant on Duty</i> Cauayan District Hospital
	2.4. Gumawa ng medicine card at kardex ng pasyente.			
	2.5. Ilista ang pangalan ng bagong pasok na pasyente sa diet at ward directory.			
3. Alertohin ang nurse kung may mga nararamdaman o anumang concerns.	3.1. Tugunan kaagad-agad ang anumang reklamo o pangangailangan ng pasyente	Wala	1-2 minuto	<i>Nurse on Duty Nursing Attendant on Duty</i> Cauayan District Hospital
	3.2. Dalawin ang pasyente ng regular at i-endorso ng maayos sa susunod na Nurse at Nursing Attendant.	Wala	15-20 minuto	<i>Nurse on Duty Nursing Attendant on Duty</i> Cauayan District Hospital



4. OUT-PATIENT DEPARTMENT (OPD) SERVICES

Ang serbisyong ito ay para lamang sa mga out-patients, ito ay ang mga pasyenteng bumibisita sa hospital na may sakit pero hindi kailangang iadmit. Ang serbisyong ito ay available mula Lunes-Biyernes, 8:00 am to 5:00 pm.

Office or Division:	Out-Patient Department
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng OPD na pasyente
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Wala	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magtungo at magpalista para sa pila – sa Out-patient Department.	1.1. Ilista ang pasyente sa logbook at kuhanan ng temperatura at timbang. 1.2. Kukunin ng Admin Clerk ang patient's record ng mga dati nang pasyente ng ospital. At, gagawan naman ng new records ang mga bago lang na pasyente.	Wala	5-10 minuto	<i>ALICIA LOPEZ</i> <i>Admin Clerk</i> <i>WINNIE CAMASO</i> <i>Admin Clerk</i> Cauayan District Hospital
2. Maghintay para sa panayam ng Nurse.	2.1. Tanungin ang pasyente ng mga kinakailangang detalye. 2.2. Kuhanan ng vital signs at alamin ang sakit na ipapasuri nito.	Wala	10-20 minuto	<i>OPD Nurse on Duty</i> Cauayan District Hospital
3. Maghintay para sa panayam at Check-up ng Doctor.	3.1. Isangguni sa Doctor ang kalagayan ng pasyente.	Wala	3-5 minuto	<i>OPD Nurse on Duty</i> Cauayan District Hospital
	3.2. Susuriin ng Doktor na nakaduty ang pasyente at itatala ang mga kailangang ipagawang diagnostic procedures.	Wala	10-15 minuto	<i>Doctor on Duty</i> Cauayan District Hospital



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Ipagawa ang Doctor's orders.	<p>4.1. Isasagawa ng Nurse ang Doctor's orders.</p> <p>Halimbawa: Pagbibigay ng gamot, pagsusumiti ng diagnostic Request, at iba pa.</p> <p>4.2. Magbibigay ng reseta ang Doctor at sasabihan ang pasyente ng mga dapat kailangang gawin.</p> <p>4.3. Paalalahanan ng Nurse ang pasyente at magbibigay ng konting pangaral ukol sa kalusugan.</p>		10-15 minuto	<p><i>OPD Nurse on Duty</i></p> <p>Cauayan District Hospital</p>
5. Kung for admission ang lagay ng pasyente, magpunta sa ER para ma-admit.	5.1. Sasamahan ang pasyente sa ER at i-endorso ang mga records sa ER Nurse on Duty.	Wala	5 minuto	<p><i>OPD Nurse on Duty</i></p> <p>Cauayan District Hospital</p>



5. DENTAL SERVICES

Tooth Extraction mula sa Dentista. Ang serbisyong ito ay available lamang sa araw ng Lunes – Biyenes, 8:00 am to 4:00 pm.

Office or Division:	Dental Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng pasyente na nangangailangan ng dental na serbisyo
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Reseta (1 Original Copy)	Sa Dental Section ng Ospital

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magpalista ng pangalan at antayin ang mga	1.1. Ilista ang pangalan at kunin ang mga personal ng detalye ng pasyente.	Wala	3 minuto	DR. LLOYD ANDREW EUGENIO Cauayan District Hospital
	1.2. Kuhanan ang pasyente ng Blood Pressure at magsagawa ng Oral Examination at Procedure.	Wala	10-15 minuto	
	1.3. Bunutan ang pasyente kung kinakailangan.	Wala	(Depende sa kondisyon ng ngipin ng pasyente)	
	1.4. Maghanda ng reseta ng mga kinakailangang gamot.	Wala	3 minuto	
	1.5. Ibigay ang reseta sa pasyente at ibigay ang mga iba pang instruction.	Wala	2 minuto	
2. Kunin ang reseta mula sa Dentista matapos ang Oral Examination at Procedure.	2. Papuntahin ang pasyente sa Hospital Pharmacy para sa gamot.	Wala	2 minuto	
3. Dalhin at ibigay ang reseta – sa Hospital Pharmacy	3. Isulat ang presyo sa reseta. At sabihan ang pasyente na magtungo sa Cashier upang magbayad.	Wala	1 minuto	Pharmacist on Duty Cauayan District Hospital
4. Pumunta at bayaran ang gamot – sa Opisina ng kahera.	4. Kwentahin ang presyo ng mga gamot sa reseta at tanggapin ang bayad.	Depende sa presyo ng mga gamot na kailangan	1-3 minuto	Cashier MARJORIE B. MARQUEZ MILAGROS CAMASO Cauayan District Hospital
5. Bumalik para kunin ang niresetang gamot – sa Botika.	5. Tangapin ang resibo at ibigay ang mga gamot na nasa reseta.	Wala	1 -3 minuto	Pharmacist on Duty Cauayan District Hospital



6. X-RAY FOR ADMITTED PATIENTS

Ang prosesong ito ay para lamang sa mga naka-confine na pasyente na kinakailangan ng diagnosis or treatment. Ang serbisyong ito ay available araw-araw, 24 oras.

Office or Division:	Radiologic Department
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng pasyente na naka-admit at nangangailangan ng X-ray procedure
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. X-ray Request Form (1 Original Copy)	Sa Ward ng Ospital

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Mag-patulong sa pagpunta sa Radiologic Department.	1.1. Dalhin sa Radiologic Department ang pasyente.	Wala	2 minuto	<i>IW on Duty</i> Cauayan District Hospital
1.2. Ipresenta ang X-ray Request Form – sa Radiologic Section.	1.2. Kunin at tignan ang Request Form.	Wala	3 minuto	<i>CLEOFAS BANIAGA</i> <i>Rad. Tech I</i>
	1.3. Dalhin ang pasyente sa X-ray Room.			<i>ORLANDO INIEGO JR.</i> <i>Rad. Tech I</i>
2. Magtungo – sa X-ray Room.	2.1. Isagawa ang mga procedures na nakalagay sa Request Form.	Wala	10-15 minuto	<i>LADYLEE LABBUANAN</i> <i>Rad. Tech</i>
	2.2. Pagproseso ng Film.			<i>PATRICIA VILORIA</i> <i>Rad. Tech</i>
	2.3. Ibalik ang pasyente sa kanyang kwarto.		Wala	2 minuto
3. Antayin ang X-ray result sa silid.	3.1. X-ray reading.	Wala	1-3 oras	<i>DR. JOHN PAUL RACIMO</i> Cauayan District Hospital
	3.2. I-release ang resulta sa Ward Nurse on Duty.	Wala	5 minuto	<i>CLEOFAS BANIAGA</i> <i>Rad. Tech I</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<p><i>ORLANDO INIEGO JR. Rad. Tech I</i></p> <p><i>LADYLEE LABBUANAN Rad. Tech</i></p> <p><i>PATRICIA VILORIA Rad. Tech</i></p> <p><i>CARINA MAY AGCAOILI Rad. Tech</i></p> <p><i>JOYCE BUENDIA Rad. Tech Cauayan District Hospital</i></p>



7. X-RAY FOR OUT-PATIENTS

Ang prosesong ito ay para lamang sa mga out-patients na kinakailangan ng diagnosis or treatment. Ang serbisyong ito ay available araw-araw, 24 oras.

Office or Division:	Radiologic Department – X-ray
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng OPD na pasyente na nangangailangan ng X-ray procedure
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. X-ray (1 Original Copy)	Mula sa OPD o ER Section ng Ospital

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
X-RAY PROCEDURES				
1. Pumunta at ipresenta ang Xray Request – sa Radiologic Section.	1.1. Kunin at tingnan ang Request Form. 1.2. Isulat ang presyo ng Procedure sa Request Form at sabihan ang pasyente/bantay na tumungo sa Cashier upang magbayad.	Wala	1-2 minuto	<i>CLEOFAS BANIAGA Rad. Tech I</i> <i>ORLANDO INIEGO JR. Rad. Tech I</i> <i>LADYLEE LABBUANAN Rad. Tech</i> <i>PATRICIA VILORIA Rad. Tech</i> <i>CARINA MAY AGCAOILI Rad. Tech</i> <i>JOYCE BUENDIA Rad. Tech</i> Cauayan District Hospital
2. Kunin ang Xray Request Form sa Radiologic Technologist at magbayad – sa Cashier.	2.1. Kwentahin ang presyo ng mga procedures na nasa Request Form at tangapin ang bayad ng pasyente/bantay at ibigay ang Official Receipt.	Please refer to the attached Price list	1-2 minuto	<i>Cashier</i> <i>MARJORIE B. MARQUEZ</i> <i>MILAGROS T. CAMASO</i> Cauayan District Hospital
3. Bumalik para sa Procedure – sa Radiologic Section.	3.1. Tingnan ang resibo at isagawa ang mga procedures.	Wala	5-15 minuto	<i>CLEOFAS BANIAGA Rad. Tech I</i>
	3.2. Pagproseso ng Film.		Manual Processing With Drying = 15 minuto-30	<i>ORLANDO INIEGO JR. Rad. Tech I</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Payuhan ang pasyente/bantay na bumalik sa itinakdang oras/araw para sa resulta.	Wala	minuto 1 oras-1 araw	LADYLEE LABBUANAN Rad. Tech PATRICIA VILORIA Rad. Tech CARINA MAY AGCAOILI Rad. Tech JOYCE BUENDIA Rad. Tech Cauayan District Hospital
	3.4. X-ray reading.			DR. JOHN PAUL RACIMO Cauayan District Hospital
4. Kunin ang resulta/Film - sa Radiologic Technologist.	4.1. Film releasing kung wala ang Radiologist at gusto ng pasyente na ipabasa na lamang sa labas ang Film.	Wala	2 minuto	CLEOFAS BANIAGA Rad. Tech I ORLANDO INIEGO JR. Rad. Tech I LADYLEE LABBUANAN Rad. Tech
	4.2. Pagbigay ng Resulta kung nabasa ang Film sa mismong Hospital.	Wala	3 minuto	PATRICIA VILORIA Rad. Tech CARINA MAY AGCAOILI Rad. Tech JOYCE BUENDIA Rad. Tech I Cauayan District Hospital



X-RAY PRICE LIST

PROCEDURE	PRICE	PROCEDURE	PRICE
ADULT		PEDIA AGES 0 - 12 YEARS OLD	
SKULL APL	600	SKULL APL	500
WATER'S VIEW	350	WATER'S VIEW	300
PARANASAL SINUSES (WATER'S AND LATERAL VIEW)	600	PARANASAL SINUSES (WATER'S AND LATERAL VIEW)	500
TOWNE'S VIEW	350	TOWNE'S VIEW	300
MANDIBULAR XRAY AP/OBLIQUE	500	MANDIBULAR XRAY AP/OBLIQUE	300
SOFT TISSUE NASAL LATERAL (2 IN 1)	300	SOFT TISSUE NASAL LATERAL (2 IN 1)	150
CERVICAL VERTEBRAL XRAY APL	600	CERVICAL VERTEBRAL XRAY APL	500
CERVICAL VERTEBRAL XRAY AP/L/RIGHT AND LEFT OBLIQUES	1000	CERVICAL VERTEBRAL XRAY AP/L/RIGHT AND LEFT OBLIQUES	1000
CHEST PA/ CHEST PA WITH GONADAL SHIELD/ CXR PA	300	CHEST PA	300
CHEST PA/L	600	CHEST PA/L	500
APICOLORDOTIC VIEW	300	THORACIC CAGE	300
THORACIC CAGE	350	CHEST LATERAL DECUBITUS	300
CHEST LATERAL DECUBITUS(EACH SIDE)	350	THORACIC VERTEBRAL XRAY APL	500
THORACIC VERTEBRAL XRAY APL	600	PLAIN ABDOMINAL XRAY/KUB/ SCOUT XRAY	350
PLAIN ABDOMINAL XRAY/KUB/ SCOUT XRAY	350	ABDOMINAL XRAY WITH UPRIGHT	500
ABDOMINAL XRAY WITH UPRIGHT	600	THORACOLUMBAR XRAY APL	500
THORACOLUMBAR XRAY APL	600	LUMBOSACCRAAL XRAY APL	500
LUMBOSACCRAAL XRAY APL	600	PELVIC XRAY	250
PELVIC XRAY	300	HIP XRAY	250
HIP XRAY	300	CLAVICLE AP	150
CLAVICLE AP	250	SHOULDER AP	150
SHOULDER AP	250	SCAPULAR Y	150
SCAPULAR Y	300	ARM APL	250
ARM APL	350	ELBOW APL	150
ELBOW APL	250	FOREARM APL	250
FOREARM APL	250	WRIST APL	150
WRIST APL	200	HAND AP/O/LAT	150
HAND AP/O/LAT	200	THIGH APL	350
THIGH APL	500	KNEE APL	250
KNEE APL	300	LEG APL	350
LEG APL	350	ANKLE APL/ANKLE MORTISE	150
ANKLE APL/ANKLE MORTISE	250	FOOT AP/O/LAT	150
FOOT AP/O/LAT	150	BABYGRAM	600
		SKELETAL SERIES	2000
		SCOLIOTIC SERIES	1500
		T TUBE CHOLANGIOGRAM	1000



8. ECG FOR OUT-PATIENTS

Ang prosesong ito ay para lamang sa mga out-patients na kinakailangan ng diagnosis o treatment. Ang serbisyong ito ay available araw-araw, 24 oras.

Office or Division:	Radiologic Department
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng OPD na pasyente na nangangailangan ng ECG procedure
CHECKLIST OF REQUIREMENTS	
1. ECG Request (1 Original Copy)	
WHERE TO SECURE	
Galing sa OPD o ER Section ng Ospital	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta at ipresenta ang ECG Request – sa Radiologic Section.	1.1. Tanggapin at beripikahin ang Request Form. 1.2. Isulat ang presyo ng Procedure at abisuhan ang pasyente/bantay na magbayad sa cashier.		1 - 2 Minuto	<i>CLEOFAS BANIAGA Rad. Tech I</i> <i>ORLANDO INIEGO JR. Rad. Tech I</i> <i>LADYLEE LABBUANAN Rad. Tech</i> <i>PATRICIA VILORIA Rad. Tech</i> <i>CARINA MAY AGCAOILI Rad. Tech</i> <i>JOYCE BUENDIA Rad. Tech</i> Cauayan District Hospital
2. Kunin ang X-ray Request sa Radiologic Technologist at magbayad – sa Cashier.	2.1. Kwentahin ang presyo ng ECG procedure at tangapin ang bayad ng pasyente/bantay at ibigay ang Official Receipt.	ECG – 250.00	2 minuto	<i>Cashier</i> <i>MARJORIE MARQUEZ</i> <i>MILAGROS CAMASO</i> Cauayan District Hospital
3. Bumalik para sa Procedure – sa Radiologic Section.	3.1. Tignan ang resibo at isagawa ang Procedure.	Wala	5-10 minuto	<i>CLEOFAS BANIAGA Rad. Tech I</i> <i>ORLANDO INIEGO JR. Rad. Tech I</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. I-release ang resulta sa pasyente.			<p><i>LADYLEE LABBUANAN Rad. Tech</i></p> <p><i>PATRICIA VILORIA Rad. Tech</i></p> <p><i>CARINA MAY AGCAOILI Rad. Tech I</i></p> <p><i>JOYCE BUENDIA Rad. Tech I</i></p> <p>Cauayan District Hospital</p>



9. LABORATORY SERVICES FOR ADMITTED PATIENTS

Ang prosesong ito ay para lamang sa mga in-patients na kinakailangan ng diagnosis o treatment. Ang serbisyong ito ay available araw-araw, 24 oras.

Office or Division:	Laboratory Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng pasyente na nangangailangan ng Laboratory Test Procedure
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Laboratory Request (1 Original Copy)	Sa OPD o ER section ng Ospital

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipresenta ang Laboratory Request na may kumpletong datus ng pasyente – sa Laboratory Section.	1.1. Kunin at tingnan ang Request Form.	Wala	5 minuto	ZYRA NAVARRO Medical Tech. I
	1.2. Kuhanan ng dugo ang pasyente.			KAYCELYN CARO Medical Tech. I
	1.3. Payuhan ang pasyente/bantay na bumalik sa kwarto.			DENNIZE GAEL LAZARO Medical Tech. I
	1.4. Iproseso ang specimen sa Laboratory.	Wala	STAT-1oras CBCPC-2 oras U/A; F/A-2 oras	MARRIE GRACE ACCAD Medical Tech.
	1.5. I-print ang resulta at ibigay Ward Nurse on Duty.	Wala	3 minuto	GLORY MARICHU OCTOVIA UMAYAM Medical Tech. JENIROSE SANTOS Medical Tech.
				Cauayan District Hospital



10. LABORATORY SERVICES FOR OUT-PATIENT

Ang prosesong ito ay ginagawa ng Medical Technologist para sa laboratory services ng mga out-patient. Ang serbisyong ito ay available araw-araw, 24 oras.

Office or Division:	Laboratory Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng OPD na pasyente na inutusan na magsagawa ng Laboratory Tests
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Laboratory Request (1 Original Copy)	Sa OPD o ER Section ng Ospital

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipresenta ang laboratory request na may kumpletong datus ng pasyente – sa Laboratory Section.	1.1. Kunin at tingnan ang Request Form. 1.2. Isulat ang presyo ng Laboratory Test sa Request Form at abisuhan ang pasyente/ bantay na magtungo sa Cashier upang magbayad.	Wala	3 minuto	ZYRA NAVARRO <i>Medical Tech. I</i> KAYCELYN CARO <i>Medical Tech. I</i> DENNIZE GAEL LAZARO <i>Medical Tech. I</i> MARRIE GRACE ACCAD <i>Medical Tech.</i> GLORY MARICHU OCTOVIA UMayAM <i>Medical Tech.</i> JENIROSE SANTOS <i>Medical Tech.</i> Cauayan District Hospital
2. Kunin ang Request sa Medical Technologist at magbayad – sa Cashier.	2. Kwentahin ang presyo ng mga Procedures na nasa Request Form at kunin ang bayad sa pasyente/ bantay. Ibigay ang Official Receipt.	Please refer to the attached Pricelist	3 minuto	Cashier MARJORIE B. MARQUEZ MILAGROS T. CAMASO Cauayan District Hospital
3. Bumalik para sa Laboratory Test – sa Laboratory Section.	3.1. Tingnan ang resibo at isagawa ang mga Laboratory Tests.	Wala	10 - 15 minuto	ZYRA NAVARRO <i>Medical Tech. I</i> KAYCELYN CARO <i>Medical Tech. I</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Payuhan ang pasyente/bantay na bumalik sa itinakdang oras para sa resulta nga Laboratory Test.	Wala	1 minuto	<i>DENNIZE GAEL LAZARO Medical Tech. I</i> <i>MARRIE GRACE ACCAD Medical Tech.</i> <i>GLORY MARICHU OCTOVIA UMAYAM Medical Tech.</i> <i>JENIROSE SANTOS Medical Tech.</i> Cauayan District Hospital
	3.3. Iproseso ang specimen sa Laboratory.	Wala	STAT-1 oras CBCPC-2 oras U/A; F/A-2 oras *Ibang test (30 minuto-1 oras)	
	3.4. Iprint ang resulta at ibigay sa pasyente/bantay		3 minuto	



PRICELIST OF LABORATORY TESTS

HEMATOLOGY	PRICE
H/H	100
WBC COUNT	100
DIFF COUNT	100
PLATELET COUNT	100
CBC	200
CBCPC	250
BLOOD TYPING	100
CLOTTING TIME/BLEEDING TIME	80
CM/PARA	
URINALYSIS	80
FECALYSIS	80
PREGNANCY TEST (URINE)	100
FOBT	250
CLINICAL CHEMISTRY	
FBS/GLUCOSE	200
RBS (RANDOM BLOOD SUGAR)	100
BUN (BLOOD UREA NITROGEN)	220
CREATININE	220
BUA (BLOOD URIC ACID)	220
AST/SGOT	220
ALT/SGPT	220
HbA1c	1500
TOTAL BILIRUBIN, DIRECT BILIRUBIN	1200
TPAG	700
TP	350
ALBUMIN	350
LIPID PROFILE (PACKAGE)	700
TOTAL CHOLESTEROL	250
TRIGLYCERIDE	250
HDL	250
ELECTROLYTES	
SODIUM	300
POTASSIUM	300
CHLORIDE	300



IONIZED CALCIUM	300
SPECIAL TESTS	
FT4	700
FT3	700
T3	700
T4	700
TSH	700
CK-MB	1000
TROP-I	1700
CRP	900
PSA	1700
3-IN-1 CARDIAC PANEL	2500
D-DIMER	1000
PCT	1600
FERRITIN	900
IMMUNOSEROLOGY	
HBSAG	200
RPR/VDRL	250
DENGUE NS1	800
DENGUE IGG/IGM	600
DENGUE DUO	700
TYPHIDOT	700
ANTI-HCV	700
ANTI-HAV	700
CROSSMATCHING	400
NEWBORN SCREENING	1800



11. PHARMACY SERVICES (DISPENSING OF MEDICINE FOR OPD AND ER PATIENTS)

Kapag ang gamot na nireseta ng doctor sa pasyente (sa OPD at ER) ay may supply sa maari itong bilhin sa botika ng ospital. Ang serbisyong ito ay available araw-araw, 24 oras.

Office or Division:	Pharmacy Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Lahat ng OPD at ER pasyente na merong hawak na reseta ng gamot at iba pang medical supplies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Reseta (1 Original Copy)		Sa OPD o ER ng Ospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Antayin ang resetang ibibigay ng doctor – sa ER o OPD.	1. Ibigay ang Reseta na pirmado ng Doctor at papuntahin ang pasyente o bantay sa botika na matatagpuan sa loob ng Hospital.	Wala	1-2 minuto	<i>OPD/ER Nurse on Duty</i> Cauayan District Hospital
2. I-presenta ang resetang pirmado ng Doktor - sa botika ng ospital	2. Kunin ang Reseta at isulat ang mga presyo ng gamot at sabihan ang pasyente na magtungo sa Cashier upang magbayad.	Please refer to the attached Pricelist	1-2 minuto	<i>Pharmacist On Duty</i> Cauayan District Hospital
3. Dalhin ang resta at magbayad – sa Cashier.	3. Kwentahin ang mga presyo ng gamot na nakasulat sa Reseta at tangapin ang bayad ng pasyente. Ibigay ang Resibo at pabalikin sa Botika upang kunin ang mga gamot na nasa Reseta.		1-3 minuto	<i>Cashier</i> <i>MARJORIE MARQUEZ</i> <i>MILAGROS CAMASO</i> Cauayan District Hospital
4. Bumalik at ipakita ang Resibo – sa Botika.	4. Tingnan ang Resibo at ihanda ang mga gamot na nasa Reseta.		3 minuto	<i>Pharmacist On Duty</i> Cauayan District Hospital
5. Tanggapin ang mga gamot na galing sa Pharmacist.	5.1. Ibigay sa pasyente/bantay ang mga gamot. 5.2. Pagkatapos ibigay ang mga gamot sa pasyente/ bantay, i-file ang mga Reseta.		2 minuto	<i>Pharmacist On Duty</i> Cauayan District Hospital



DRUGS and MEDICINES PRICELIST

DESCRIPTION	UNIT	PRICE
Acetylcysteine 200mg Sachet	sachet	19.00
Acetylcysteine 600mg Sachet (FLUCYSTEINE 600)	sachet	40.00
Aciclovir 400mg Tablet (Xyclovirax)	tablet	20.00
Adenosine 3mg/mL, 2mL Vial (TACHYBAN)	vial	1,960.00
Albumin, Human 25%, 50mL Bottle (Plasbumin)	bottle	4,150.00
Allopurinol 100mg Tablet	tablet	4.00
Allopurinol 300mg Tablet (ALLOPREX 300)	tablet	12.00
Aluminum Hydroxide + Magnesium Hydroxide 200mg + 100mg Tablet (Calmsaph)	tablet	4.00
Amikacin (as Sulfate) 50mg/ml, 2ml Vial (Amkalon)	vial	45.00
Aminophylline 25mg/mL, 10mL Ampule (AMINOSOL)	ampule	30.00
Amiodarone 50mg/mL, 3mL Ampule (CORDARONE)	ampule	350.00
Amlodipine 5mg Tablet (AMLOPIGEN)	tablet	6.00
Amlodipine 10mg Tablet (AMLOTHIX)	tablet	11.00
Amoxicillin 100mg/mL, 15mL Drops (MOXYLOR)	bottle	37.00
Amoxicillin 250mg/5mL, 60mL Suspension (MOXILOR)	bottle	56.00
Amoxicillin 250mg Capsule	capsule	3.00
Amoxicillin 500mg Capsule (FIRST MED AMOXICILLIN)	capsule	7.00
Ampicillin + Sulbactam 500mg + 250mg Vial (RIAMPISUL)	vial	450.00
Ampicillin + Sulbactam 1.5g Vial	vial	300.00
Ampicillin 250mg Vial (LIFERZIN)	vial	210.00
Ampicillin 500mg Vial (LIFERFZIN)	vial	56.00
Ampicillin 1g Vial (LIFERZIN)	vial	35.00
Ascorbic Acid (Vitamin C) 100mg/ml, 30mL Oral Drops (APCEE)	bottle	50.00
Ascorbic Acid (Vitamin C) 100mg/5mL, 60mL Syrup (APCEE)	bottle	60.00
Ascorbic Acid (Vitamin C) 500mg Tablet (ENOCEE)	tablet	4.00
Ascorbic Acid (Vitamin C) 250mg/mL, 2 mL Ampule	ampule	25.00
Aspirin 80mg Tablet (PHILPRIN)	tablet	5.00
Atorvastatin 20mg Tablet (ATONAMIS)	tablet	15.00
Atorvastatin 20mg tablet (BRELVASTIN)	tablet	16.00
Atorvastatin 40mg Tablet (BRELVASTIN)	tablet	21.00
Atorvastatin 80mg Tablet	tablet	26.00
Atracurium 10mg/mL, 2.5mL Ampule	ampule	266.63
Atropine 1mg/mL, 1mL Ampule (Atrex)	ampule	37.00
Azithromycin 200mg/5mL, 15mL Suspension (ROZITAN)	bottle	282.00
Azithromycin 500mg capsule (AMBIMAX)	tablet	86.00
Betahistine 16mg Tablet (BETZINE)	tablet	38.00
Betamethasone Cream 0.1%, 5g Tube	tube	161.00
Bisacodyl 5mg Tablet	tablet	7.00
Bisacodyl 5mg Suppository	piece	27.00
Bisacodyl 10mg Suppository	piece	50.00
Budesonide 250mcg/mL, 2mL Respiratory Solution nebule (BUDESON)	nebule	130.00
Bupivacaine 0.5%, 4mL (spinal) with 8% Dextrose (as hydrochloride) Ampule (BUVA HEAVY)	ampule	502.00
Butamirate Citrate 50mg MR Tablet (NYSECOD)	tablet	18.00
Calcium Carbonate 500mg Tablet (CALCISAPH)	tablet	7.00
Calcium Carbonate + Cholecalciferol (Vit. D3) 600mg elements Ca	tablet	6.00



DESCRIPTION	UNIT	PRICE
+ 400 IU Vit. D3 Tablet		
Calcium Gluconate 10%, 10mL Ampule (EURO MED)	ampule	180.00
Captopril 25mg Tablet (CAPTOBES)	tablet	4.00
Carboprost 250mcg/mL Solution	ampule	614.00
Carvedilol 6.25mg Tablet (GLOVEDOL)	tablet	19.00
Carvedilol 25mg Tablet	tablet	6.00
Castor Oil, 60ml	bottle	185.00
Cefachlor 50mg/ml 50ml Drops (CEFLOR)	bottle	86.00
Cefalexin 250mg/5mL, 60mL Bottle	bottle	60.00
Cefalexin 500mg Capsule	capsule	8.00
Cefazolin 1g Vial (PHIZOLIN)	vial	390.00
Cefixime 20mg/mL, 10mL Suspension	bottle	150.00
Cefixime 100mg/5mL, 60mL Suspension	bottle	530.00
Cefixime 200mg Capsule- (Sanix- 200)	capsule	33.00
Ceftazidime 1g Vial (ZEFTACARE)	vial	365.00
Ceftriaxone 1g + 10mL diluent Vial (Ceftriabbas)	vial	418.00
Cefuroxime 250mg/5mL, 60mL Suspension	bottle	192.00
Cefuroxime 500mg Tablet (CEFUSAPH)	tablet	48.00
Cefuroxime 750mg Vial (Impexur)	vial	273.00
Cefuroxime 1.5g Vial	vial	218.00
Celecoxib 200mg Capsule (SAPHLECOX 200)	capsule	21.00
Celecoxib 400mg Capsule	capsule	35.00
Cetirizine 10mg/mL, 10mL Oral Drops (MYREX CETIRIZINE)	bottle	131.00
Cetirizine 1mg/mL, 60mL Bottle	bottle	263.00
Cetirizine 10mg Tablet (ALLECUR)	tablet	11.00
Chloramphenicol 125 mg/5 mL, 60mL Suspension	bottle	38.00
Chloramphenicol 500mg Capsule	capsule	6.00
Chloramphenicol 1g Vial	vial	50.00
Chlorphenamine (Chlorpheniramine) 4mg Tablet	tablet	2.00
Chlorphenamine (Chlorpheniramine) 10mg/mL, 1mL Ampule (LORECARE)	ampule	15.00
Cinnarizine 25mg Tablet (VERTEX)	tablet	3.00
Ciprofloxacin 500mg Tablet (CIPROFED)	tablet	14.00
Ciprofloxacin 2mg/mL,100mL Vial (ACIPRO)	vial	325.00
Clarithromycin 125mg/5mL, 50mL Suspension	bottle	193.00
Clarithromycin 500mg Tablet	tablet	39.00
Clindamycin 300mg Capsule (CLIN - GEN)	capsule	11.00
Clindamycin 150mg/mL, 4mL Ampule (DALAMYCIN)	ampule	328.00
Clobetasol Ointment 0.05%, 5g Tube	tube	79.00
Clonidine 75mcg Tablet (CATAMED)	tablet	60.00
Clonidine 150mcg Tablet	tablet	25.00
Clopidogrel 75MG TAB (SAPHLOBID)	tablet	21.00
Cloxacillin (as Sodium) 250mg/5mL, 60mL Bottle (DIALOX)	bottle	56.00
Cloxacillin (as Sodium) 500mg Capsule	capsule	14.00
Cloxacillin (as Sodium) 500mg vial (KLOXITAS)	vial	297.00
Co-Amoxiclav (Amoxicillin + Potassium Clavulanate) 200mg + 28.5mg/5mL, 70mL Suspension	bottle	178.00
Co-Amoxiclav (Amoxicillin + Potassium Clavulanate) 400mg + 57mg/5mL, 70mL Suspension	bottle	303.00
Co-Amoxiclav (Amoxicillin + Potassium Clavulanate) 500mg +	tablet	29.00



DESCRIPTION	UNIT	PRICE
125mg Tablet (RANICLAV)		
Co-Amoxiclav (Amoxicillin + Potassium Clavulanate) 875mg + 125mg Tablet	tablet	12.00
Colchicine 500mcg Tablet	tablet	3.00
Cotrimoxazole (Sulfamethoxazole + Trimethoprim) 200 mg + 40 mg/5 mL, 70 mL Suspension	bottle	26.00
Cotrimoxazole (Sulfamethoxazole + Trimethoprim) 800mg + 160mg Tablet	tablet	4.00
Dexamethasone 4mg Tablet	tablet	28.00
Dexamethasone 4mg/mL, 2mL Vial (DEXAMAX)	vial	63.00
Dextran, High Molecular Weight (Dextran 70) 6%, Dextran 70 in 0.9% NaCl 500mL Bottle	bottle	533.00
Diclofenac 50mg Tablet	tablet	3.00
Dicycloverine (GASAIDE) 10mg/5mL, 60mL Syrup	bottle	28.00
Dicycloverine (Dicyclomine) 10mg Tablet	tablet	4.00
Digoxin 250mcg Tablet (Dixin)	tablet	6.00
Digoxin 250mcg/mL, 2mL Ampule (Dixin)	ampule	603.00
Diphenhydramine (as Hydrochloride) 12.5 mg/ 5 mL, 60mL Syrup	bottle	50.00
Diphenhydramine (as Hydrochloride) 25mg Capsule	capsule	25.00
Diphenhydramine (as Hydrochloride) 50mg Capsule	capsule	5.00
Diphenhydramine (as Hydrochloride) 50mg/mL, 1mL Ampule (RABAPHEN)	ampule	142.00
Dobutamine 50mg/mL, 5mL Ampule (DELEXARD)	ampule	559.00
Domperidone 10mg Tablet	tablet	6.00
Dopamine 40mg/mL, 5mL Ampule (DOPNAX)	ampule	255.00
Doxycycline (as Hyclate) 100mg Capsule	capsule	15.00
Doxofylline 400mg Tablet (DOXAIR)	tablet	9.00
Empaglifozin 10mg tablet-	tablet	84.00
Enalapril 5mg tablet	tablet	7.00
Enoxaparin 100 mg/mL, 0.4 mL Pre-filled syringe Non- refrigerated (SAHAR)	kit	500.00
Enoxaparin 100 mg/mL, 0.4 mL Pre-filled syringe REFRIGERATED- OLXARIN)	Kit	1,030.00
Eperisone Hydrochloride 50mg Tablet (MYELAX)	tablet	90.00
Epinephrine 1mg/mL, 1mL Ampule (EPIX)	ampule	538.00
Epoetin Alfa (recombinant human erythropoietin) 4000 IU/0.4mL Pre- filled syringe	kit	486.00
Erythromycin Eye Drops	bottle	220.00
Erythromycin Eye Ointment 0.5%, 5g Tube	tube	144.00
Febuxostat 40mg tablet (FEBUDAY 40)	tablet	37.00
Febuxostat 80mg tablet	tablet	46.00
Fenofibrate 160mg Tablet (FENO TG)	tablet	30.00
Ferrous Salt (equiv. to 15mg elemental iron/0.6 mL), 15mL Drops (FEROLEM))	bottle	30.00
Ferrous Salt (equiv. to 30 mg elemental iron/5 mL), 60 mL Syrup (FEROLEM)	bottle	22.00
Ferrous Salt equiv. to 60mg elemental iron Tablet (FESUSAPH)	tablet	3.00
Ferrous Sulfate + Folic Acid 60mg elemental iron + 400mcg folic acid Capsule (FEFOSAPH)	capsule	6.00
Ferrous Sulfate + B-Complex + Folic Acid Capsule (FORALIVIT)	capsule	5.00
Finasteride 5mg Tablet	tablet	26.00
Folic Acid 5mg Capsule	capsule	6.00



DESCRIPTION	UNIT	PRICE
Furosemide 20mg Tablet	tablet	3.00
Furosemide 40mg Tablet	tablet	4.00
Furosemide 10mg/mL, 2mL Ampule (ROSEMIDE)	ampule	40.00
Gabapentin 100mg Capsule	capsule	28.00
Gabapentin 300mg Capsule (GABARANCE- 300)	capsule	23.00
Gentamicin 40mg/mL, 2mL Ampule (GENTACARE)	ampule	43.00
Glibenclamide 5mg Tablet (GLIMIDE)	tablet	3.00
Gliclazide 30mg MR Tablet	tablet	3.00
Gliclazide 60mg MR Tablet	tablet	12.00
Gliclazide 80mg Tablet (ZEBET)	tablet	7.00
Glimepiride 4mg tablet	tablet	6.00
Glycerine 2.5g Suppository, Pedia	box	265.00
Glucose (Dextrose) 50%, 50mL Vial (EURO MED)	vial	45.00
Hexetidine 0.1% Gargle Solution 60ml (BACTIDOL)	bottle	200.00
Hydralazine 20mg/mL, 1mL Ampule (APRESOBAS)	ampule	253.00
Hydrocortisone 100mg powder, Vial (HYDROCORTIBAS)	vial	164.00
Hydrocortisone 250 mg powder, Vial (CINTADOR)	vial	133.00
Hydroxyethyl Starch 6%, 500 mL Bottle	bottle	550.00
Hyoscine (as N-butyl bromide) 10mg Tablet	tablet	7.00
Hyoscine (as N-butyl bromide) 20mg/mL, 1mL Ampule (SPASBASCINE)	ampule	65.00
I.V. Fluids, 0.9% Sodium Chloride 50mL Bottle (EURO MED)	bottle	45.00
I.V. Fluids, 0.9% Sodium Chloride 1L Bottle (EURO MED)	bottle	90.00
I.V. Fluids, 10% Dextrose in Water 500mL Bottle (EUROMED)	bottle	60.00
I.V. Fluids, 5% Dextrose in 0.3% Sodium Chloride 500mL Bottle (EURO MED)	bottle	80.00
I.V. Fluids, 5% Dextrose in 0.9% Sodium Chloride 1L Bottle (EURO MED)	bottle	90.00
I.V. Fluids, 5% Dextrose in Lactated Ringer's 1L Bottle (EURO MED)	bottle	90.00
I.V. Fluids, 5% Dextrose in Water 500mL Bottle (EURO MED)	bottle	75.00
I.V. Fluids, Balanced Multiple Maintenance Solution with 5% Dextrose for Pedia 500mL Bottle (IMB)	bottle	80.00
I.V. Fluids, Lactated Ringer's Solution 1L Bottle (EURO MED)	bottle	80.00
Ibuprofen 200mg Tablet	tablet	5.00
Ibuprofen 400mg Tablet	tablet	6.00
Ipratropium + Salbutamol 500mcg + 2.5mg x 2.5mL (unit dose) Respiratory Solution (HIVENT PLUS)	nebule	38.00
Isoflurane 100mL Bottle (Isorane)	bottle	2,170.00
Isosorbide Dinitrate 5mg Sublingual Tablet	tablet	10.00
Isosorbide Dinitrate 10 mg Tablet	tablet	12.00
Isosorbide-5-Mononitrate 30mg SR Tablet (NITROFIX 30)	tablet	18.00
Isosorbide-5-Mononitrate 60mg MR Tablet (VASOTRATE- 60 OD)	tablet	13.00
Isoxsuprine Hydrochloride 10mg Tablet	tablet	11.00
Ketoanalogues Essential Amino Acids Capsule	capsule	38.00
Ketorolac 30mg/mL, 1mL Ampule (KETOROBAS)	ampule	100.00
Lactulose 3.3g/5mL, 120mL Syrup	bottle	450.00
Lagundi 300mg/5mL, 60mL Syrup (OFPLEMED)	bottle	135.00
Lagundi 300mg Tablet	tablet	4.00
Lagundi 600mg Tablet	tablet	5.00
Levocetirizine 5mg + Montelukast 10mg tablet	tablet	25.00



DESCRIPTION	UNIT	PRICE
Levofloxacin 500mg Tablet (LEVEFLOX 500)	tablet	30.00
Levofloxacin 750mg Tablet	tablet	40.00
Levothyroxine 50mcg Tablet	tablet	5.00
Lidocaine 2%, 5mL Ampule	ampule	30.00
Lidocaine 2%, 50mL Vial (Local Anesthesia)	vial	65.00
Lidocaine 2%, 1.8mL w/ epinephrine Carpule	carpule	20.00
Lidocaine 10%, 50 mL Spray (XYLOCAINE)	bottle	2,430.00
Loperamide Hydrochloride 2mg Capsule	capsule	3.00
Loratadine 10mg Tablet	tablet	15.00
Losartan 50mg Tablet (ANGISARTAN)	tablet	11.00
Losartan 100mg Tablet	tablet	10.00
Losartan + Hydrochlorothiazide 50mg + 12.5mg Tablet	tablet	13.00
Magnesium Sulfate 250mg/mL, 20mL Vial (EUROMED)	vial	45.00
Mannitol 20%, 500mL Bottle (EUROMED)	bottle	173.00
Mebendazole 100mg/5mL, 60mL Suspension	bottle	24.00
Mefenamic Acid 250mg Capsule	capsule	4.00
Mefenamic Acid 500mg Capsule (MEGYXAN)	capsule	12.00
Mefenamic Acid 500mg Tablet	tablet	9.00
Meropenem 1g Vial (XANEM)	vial	980.00
Metformin Hydrochloride 500mg Tablet (SAPHORMIN)	tablet	25.00
Methyldopa 250mg Tablet	tablet	20.00
Methylergometrine 125mcg Tablet	tablet	4.00
Methylergometrine 200mcg/mL, 1mL Ampule	ampule	70.00
Methylprednisolone 4mg Tablet	tablet	8.00
Metoclopramide 10mg Tablet (MOTILLEX)	tablet	9.00
Metoclopramide 5mg/mL, 2mL Ampule (METO)	ampule	39.00
Metoprolol (as Tartrate) 50mg Tablet	tablet	3.00
Metronidazole 125mg/5ml 60ml suspension (AMBIDAZOLE)	bottle	36.00
Metronidazole 500mg Tablet (METROZOLE)	tablet	20.00
Metronidazole 5mg/mL, 100mL Vial (ANTIZOAL)	vial	90.00
Montelukast 10mg Tablet (Leukorex)	tablet	14.00
Multivitamins per 1mL ,15mL Drops (Multilem)	bottle	100.00
Multivitamins per 5mL, 60mL Syrup (Fulvit)	bottle	37.00
Multivitamins for adults Capsule	capsule	9.00
Mupirocin Cream 2%, 5g Sachet	sachet	60.00
Naproxen Sodium 550mg Tablet (SAPHROXEN 550)	tablet	18.00
Neostigmine 500mcg/mL, 10 mL Vial	vial	110.00
Nicardipine 1mg/mL, 10mL Ampule (CARDOWIN)	ampule	1,130.00
Nifedipine 5mg Capsule	capsule	5.00
Nifedipine 10mg Capsule	capsule	4.00
Nitroglycerine 5mg/24hrs Patch	patch	255.00
Norepinephrine 1mg/mL, 4mL Ampule	ampule	980.00
Omeprazole 20mg Capsule (OMEPHIL- 20)	capsule	21.00
Omeprazole 40mg Capsule (RANZOLE)	capsule	90.00
Omeprazole 40mg powder vial + 10mL solvent Ampule (Zolfree)	ampule	480.00
Oral Rehydration Salts (ORS 75-replacement) 20.5g Sachet	sachet	7.00
Oxacillin 500mg Vial (AMBOXIL)	vial	158.00
Oxytocin 10 IU/mL, 1mL Ampule	ampule	85.00
Paracetamol 100mg/ml, 15mL Drops (MYREX PARACETAMOL),	bottle	54.00



DESCRIPTION	UNIT	PRICE
(ECOGESIC)		
Paracetamol 250mg/5mL, 60mL Bottle	bottle	90.00
Paracetamol 500mg Tablet	tablet	3.00
Paracetamol 150mg/mL, 2mL Ampule (AMADOL)	ampule	41.00
Paracetamol 125mg Suppository	piece	50.00
Paracetamol 250mg Suppository	piece	60.00
Paracetamol 325mg + Tramadol 37.5mg tablet	tablet	85.00
Penicillin G Crystalline 1 MU Vial (BIOPHEN)	vial	30.00
Penicillin G Crystalline 5 MU Vial	vial	35.00
Phenylpropanolomine drops (COLDS- OFF)	bottle	25.00
Phenylpropanolomine syrup (ARNOPHERIN)	bottle	22.00
Phenytoin 100mg Capsule (FENTIN)	capsule	35.00
Phenytoin 50mg/mL, 2mL Ampule	ampule	900.00
Phytomenadione 10mg/mL, 1mL Ampule (PHYTOBAS)	ampule	55.00
Piperacillin + Tazobactam 4g + 500mg Vial (Tazacin)	vial	972.00
Potassium Citrate 10mEq Tablet (ALKALINSE)	tablet	17.00
Potassium Chloride 600mg Tablet	tablet	11.00
Potassium Chloride 2mEq/mL, 20mL Vial	vial	44.00
Prednisone 5mg Tablet	tablet	4.00
Prednisone 10mg Tablet	tablet	6.00
Prednisone 20mg Tablet (CORT)	tablet	7.00
Promethazine 25mg/ml, 2ml ampule	ampule	55.00
Propofol 10mg/mL, 20mL Ampule	ampule	515.00
Propranolol 10mg Tablet	tablet	21.00
Ranitidine 150mg Tablet	tablet	5.00
Ranitidine 300mg Tablet	tablet	4.00
Ranitidine 25mg/mL, 2mL Ampule (RANIREX)	ampule	60.00
Rocuronium 10 mg/mL, 5 mL Ampule	ampule	255.00
Rosuvastatin (as Calcium) 20mg Tablet	tablet	28.00
Salbutamol 2mg/mL, 2.5mL (unit dose) Nebule (HIVENT EM)	nebule	15.00
Fluticasone + Salmeterol 250 mcg + 25 mcg x 120 doses Metered Dose Inhaler	inhaler	400.00
Sambong 500mg Tablet	tablet	7.00
Senna Concentrate 187mg (Standard) Tablet	tablet	9.00
Serum, Anti-tetanus (ATS) 1500 IU/0.7mL, 0.7mL Ampule	ampule	86.00
Serum, Tetanus Antitoxin (ATS) 3000 IU/0.95ml ampule	ampule	185.00
Sevoflurane 250mL Bottle	bottle	4,616.00
Silver Sulfadiazine Cream 1%, 25g Tube	tube	126.00
Simvastatin 20mg Tablet	tablet	6.00
Sodium Ascorbate 500mg Capsule	capsule	9.00
Sodium Ascorbate 500mg + Zinc Capsule (VITCEE PLUS)	capsule	6.00
Sodium Bicarbonate 650mg Tablet (BICARGEN)	tablet	3.00
Sodium Bicarbonate 1meq/mL, 50mL Vial (SOLUNATE)	vial	100.00
Sodium Chloride 2.5 mEq/mL, 20mL Vial	vial	51.00
Spirolactone 25mg Tablet(SPIRODEN)	tablet	20.00
Spirolactone 50mg Tablet	tablet	38.00
Sterile Water For injection 50mL Bottle	bottle	36.00
Suxamethonium (Succinylcholine) 20mg/mL, 10mL Vial	vial	328.00
Tamsulosin 400mcg MR Film Coated Tablet	tablet	15.00
Telmisartan 40mg Tablet (TELMISAPH-40)	tablet	21.00



DESCRIPTION	UNIT	PRICE
Terbutaline 500mcg/mL, 1mL Ampule	ampule	108.00
Tramadol 50mg Capsule (ROUNUX)	capsule	9.00
Tramadol 50mg/ml, 1ml Ampule (AMBIDOL)	ampule	52.00
Tranexamic Acid 500mg Capsule	capsule	46.00
Tranexamic Acid 100mg/mL, 5mL Ampule (TRANCE)	ampule	108.00
Trimetazidine 35mg Tablet (DINEMIC- SR)	tablet	14.00
Ursodeoxycholic Acid 250mg Capsule	capsule	152.00
Ursodeoxycholic Acid 500mg Tablet	tablet	105.00
Vaccine, Tetanus Toxoid 0.5mL Ampule	ampule	87.00
Vaccine, Vero Cell (purified) 2.5 IU/0.5mL Vial + diluent	vial	1,300.00
Vaccine, Immunoglobulin, Rabies (human) 150 IU/mL, 2 mL Vial	vial	3,700.00
Verapamil 2.5mg/ml, 2mL Ampule (ISOPTIN)	ampule	450.00
Vitamin B1 B6 B12 100mg + 5mg + 50mcg Tablet (RAMIVIT)	capsule	3.00
Vitamin B1 B6 B12 100mg + 100mg + 1mg, 3mL Ampule (I.M./I.V.) (NURAMINE FORTE)	ampule	41.00
Zinc 27.5mg/mL (Equiv. to 10 mg Elemental Zinc), 15mL Oral Drops (ZINLUM)	bottle	115.00
Zinc 70mg/5mL (Equiv. to 10 mg Elemental Zinc), 60mL Syrup (ZINLUM)	bottle	41.00
Medical Oxygen refill 1800 - 2000 PSI	tank	435.00
SODIUM CHLORIDE CHLORIDE 1G TABLET (RHEA Sodium Chloride)	tablet	10.00
HUMULIN R, N, 70/30 CHARGE PER UNIT	vial	30.00
Cefalexin 100mg/ml, oral drops 15ml	bottle	30.00
Citicholine (Akucoline) 250mg/ml, 4ml ampule	ampule	250.00
Citicholine 250mg/ml, 4ml ampule (Zynazine 1000)	ampule	302.00
Citicholine 500mg tab (Cognex- 500)	tablet	170.00
Citicholine 1g tab (CT- Comeed)	tablet	135.00
Heparin sodium (APRINOL) 1000IU/ML, 5ml vial	vial	185.00
Isosorbide dinitrate 1mg/ml, 10ml ampule (ISOKET)	ampule	1,000.00
Simvastatin 40mg tab	tablet	12.00
Dibencoxide 1mg cap (HERACLENE)	capsule	42.00
Telmisartan 40mg+ hydrochlorothiazide 12.5mg (TELSITAN- H) Film coated tablet	tablet	20.00
Cefalexin 100mg/ml oral drops, 10ml (DIACEF)	bottle	30.00
Salbutamol + Guifenesin 1mg/50mg/5ml syr, 60ml (BUTAMOL PLUS)	bottle	50.00
Rebamipide 100mg tab	tablet	50.00
Aluminum hydroxide- magnesium tricyclate (gaviscon)	sachet	52.00
Probiotic (PROTEXIN)	capsule	120.00
Levetiracetam 500mg (VEXLEV 500)film- coated	tablet	155.00
Nimodipine (NIMOTOP) 30mg	tablet	94.00
Pregabalin 75mg ((VEXER 75)	capsule	90.00
Bacillus Clausii (Erceflora) 2billion/5ml nebule	nebule	98.00



12. MEDICAL RECORDS SERVICES (ISSUANCE OF MEDICAL CERTIFICATES, ETC.)

Mga kukunin na dokumento na kailangan ng pasyente/kliyente tulad ng Medical Certificate, Medico-Legal, Birth Certificate, Death Certificate, Clinical Abstract, Discharge Summary, Operative Record, Certificate of Confinement, OB Scoring-Obstetrical History. Ang mga dokumentong kailangan ay available lamang sa araw ng Lunes – Sabado, 8:00 am to 5:00 pm.

Office or Division:	Medical Records	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Mga pasyente o kliyente na magrerequest ng health information, medical certificate at access sa health record	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Anumang Valid ID galing sa gobyerno (GSIS, SSS, TIN, Driver's License at iba pa) (1 Original Copy)	Iba't ibang ahensya ng gobyerno	
2. Kapag Menor de edad, anumang Valid ID ng magulang at Birth Certificate ng bata (1 Original Copy)	Iba't ibang ahensya ng gobyerno	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Magtungo at punan ng datos ang Request Form – sa Records Section.	1.1. Tanggapin ang Request Form mula sa pasyente/kliyente.	Medical Certificate- ₱100.00	5 minuto	<i>Medical Records Personnel</i> MYRNA J. KO KATHLEEN RUTH UY ANNALYN GUNTAYON VANESSA VALIENTE MAGDALENA SALEM ROBERTO PRINCESA Cauayan District Hospital
	1.2. Kunin ng staff ang records para sa preparasyon ng dokumentong hinihingi.	Medico Legal Certificate- ₱200.00	10-30 minuto	
	1.3. Sabihan ang pasyente na bayaran ng kaukulang bayad sa Cashier.	Medical Certificate for Insurance- ₱100.00	1 oras	
	1.4. Ipapirma ang kailangang dokumento sa doctor.	Medical Abstract- ₱100.00	1 oras	
		Discharge Summary- ₱100.00	1 oras	
		Operative Record- ₱100.00	10 minuto	
		Birth Certificate- ₱100.00	30 minuto-1 oras	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Death Certificate- ₱100.00	30 minuto-1 oras	
		Certificate of Confinement- ₱50.00	5-10 minuto	
		OB Scoring/ OB History- ₱50.00	5-10 minuto	
1.2. Kung ang dokumentong hinihingi ay sa taong 2012 at pababa.	1.5. Payuhan ang pasyente/kliyente na bumalik sa tinakdang oras/araw para sa hinihinging dokumento.	Depende sa dokumentong hinihingi	1 oras-1 araw	
2. Bayaran ang kaukulang bayad – sa Cashier Section	2. Tanggapin ang bayad ayon sa dokumentong hinihing.	Depende sa dokumentong hinihingi	1-2 minuto	<i>Cashier</i> Cauayan District Hospital
3. Bumalik at ipakita ang resibo – sa Records Section.	3. Ibigay ang dokumentong nirerequest ng pasyente/ kliyente.	Wala	2 minuto	<i>Medical Records Personnel</i> <i>MYRNA J. KO</i> <i>Records Officer</i> <i>KATHLEEN RUTH UY</i> <i>Data Controller</i> <i>ANNALYN GUNTAYON</i> <i>Admin Aide III</i> <i>VANESSA VALIENTE</i> <i>N.A I</i> <i>MAGDALENA SALEM</i> <i>Admin Aide I</i> <i>ROBERTO PRINCESA</i> <i>Admin Aide I</i> Cauayan District Hospital



13. PHILHEALTH SERVICES (FOR ADMISSION AND DISCHARGE PATIENTS)

Ang prosesong ito ay para lamang sa mga in-patients na kinakailangan ng diagnosis o treatment. Ang serbisyong ito ay available araw-araw, 8:00 am to 5:00 pm.

Office or Division:	PhilHealth Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng naka-admit na pasyente ng Ospital
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. PhilHealth ID (1 Original Copy)	Sa PhilHealth Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR ADMISSION				
1. Pumunta at ipakita ang PhilHealth ID o anumang katunayan na miyembro ng PhilHealth ang pasyente – sa Philhealth Section.	1.1. I-check kung active pa ang PhilHealth ng miyembro. 1.2. Magbibigay ng PhilHealth Eligibility Form (PBEF) para sa active members. 1.3. I-refer sa Social Service kapag hindi na active ang PhilHealth o hindi pa miyembro.	Wala	3-5 minuto	<i>Philhealth Section (Philhealth Clerk)</i> JULIANE ROSE MARQUEZ RYNALYN JOSE LITO HJESSE PAGADUAN SIMEON PABIGAYAN LILIROSE ORDINANZA PAULINO SAWIT III IRRAHLEN ESTRADA Cauayan District Hospital
FOR PATIENTS TO BE DISCHARGED				
1. Pumunta at hintayin na tawagin ng PhilHealth Clerk ang pangalan – sa PhilHealth Section.	1. Tawagin ang pasyente para sa mga detalyeng kinakailangan bago iproseso ang claim.	Wala	3-5 minuto	<i>Philhealth Section (Philhealth Clerk)</i> JULIANE ROSE MARQUEZ RYNALYN JOSE
2. Ipakita ang PhilHealth Eligibility Form (PBEF) sa PhilHealth staff na naka-duty.	2.1. I-proseso ang claim ng pasyente.	Wala	10-15 minuto	LITO HJESSE PAGADUAN
	2.2. Ipapirma ang natapos na claim nang pasyente sa Member/ Authorized Representative.	Wala	3 minuto	SIMEON PABIGAYAN LILIROSE ORDINANZA



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pumunta – sa Billing/Cashier Section.	3.1. Sabihan ang pasyente na kunin ang Clearance Llip sa Billing/ Cashier Section kapag NBB o walang excess sa bill nang pasyente.	Wala	3 minuto	<i>PAULINO SAWIT III</i> <i>IRRAHLEN ESTRADA</i> Cauayan District Hospital
	3.2. Sabihan na magbayad ang bantay kapag may excess sa bill ng pasyente.	Depende sa package rate ng sakit ng pasyente		



14. MEDICAL SOCIAL SERVICE – CLASSIFICATION OF IN-PATIENT

Ang Social Service ang mag-a-assess sa socio-economic status ng pasyente. Ang serbisyong ito ay available araw-araw, 8:00 am to 5:00 pm.

Office or Division:	Social Services Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Lahat ng pasyente na miyembro ng PhilHealth o hindi miyembro PhilHealth, na nangangailangan ng medical konsultasyon at pangangasiwa			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registered Birth Certificate kung ang pasyente ay single (1 Original Copy)		Sa Municipal Civil Registrar/PSA		
2. Barangay Certificate of Indigent (1 Original Copy)		Sa Barangay Hall kung saan nakatira ang pasyente		
3. Registered Marriage Contract kung ang pasyente ay married (1 Original Copy)		Sa Municipal Civil Registrar/PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutin ang mga katanungan ng Social Worker.	1.1. Puntahan ang mga pasyente sa kanilang kwarto at tanungin ang pasyente kung may PhilHealth o wala.	Wala	3 minuto	<i>PRINCESS ANNE DEL ROSARIO</i> <i>Social Worker</i> <i>CELESTE ARAO</i> <i>Administrative Clerk</i> <i>LENIE ALONZO</i> <i>Administrative Clerk</i> Cauayan District Hospital
	1.2. Bigyan ng Information Slip ang bantay at papuntahin sa PhilHealth Section.			
2. Pumunta sa PhilHealth Section at ipakita ang Information Slip.	2.1. I-check ang detalye ng pasyente sa PhilHealth System kung mayroon itong Active PhilHealth Membership.	Wala	3 minuto	<i>Philhealth Clerk</i> Cauayan District Hospital
	2.2. Kung walang PhilHealth ang pasyente payuhan na pumunta sa Social Services Section.	Wala	1 minuto	
3. Magtungo para sa unang interview at assessment upang malaman ang kapasidad ng pasyente at masolusyunan ang kanilang pangangailangan – sa Social Services Section.	3.1. Tanungin ang pasyente at pag-aralan ang kanyang socio-economic status.	Wala	5 minuto	<i>PRINCESS ANNE DEL ROSARIO</i> <i>Social Worker</i> <i>CELESTE ARAO</i> <i>Administrative Clerk</i> <i>LENIE ALONZO</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Kapag pumasa sa assessment bigyan ng listahan ng mga kinakailangang dokumento ang bantay.	Wala	2 minuto	<i>Administrative Clerk</i>
	3.3. Payuhan na kumuha ng mga dokumentong nasa listahan.	Wala	Depende kung kailan babalik ang bantay para sa kumpletong dokumento	Cauayan District Hospital
4. Kumuha ng mga dokumento at bumalik upang ipasa – sa Social Services Section.	<p>4.1. Icheck ang mga dokumentong dala ng bantay.</p> <p>4.2. Interviewhin ang pasyente at isulat ang mga detalye sa PMRF at Psycho-social Assessment Tool.</p> <p>4.3. Ipasok ang mga detalye ng pasyente sa PhilHealth System para sa Point of Service (NBB policy).</p> <p>4.4. Payuhan ang bantay na bumalik kinabukasan para sa PhilHealth Number ng pasyente. At gagamitin kapag siya ay for discharge na.</p>	Wala	10-20 minuto	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR PATIENTS TO BE TRANSFERRED TO OTHER HOSPITAL				
1. Magtungo – sa Social Services.	1.1. I-assess ang pasyente para malaman ang kanyang kapasidad upang masolusyunan ang kanilang pangangailangan. 1.2. Payuhan ang bantay na magpasa ng mga dokumentong kailangan para sa Financial Assistance.	Wala	20-30 minuto	<i>PRINCESS ANNE DEL ROSARIO</i> <i>Social Worker</i> <i>CELESTE ARAO</i> <i>Administrative Clerk</i> <i>LENIE ALONZO</i> <i>Administrative Clerk</i> Cauayan District Hospital
2. Ipasa ang mga dokumentong kailangan.	2.1. I-refer sa mga agencies o programa ng gobyerno na makatutulong sa kanilang bills. Halimbawa: - ACT- CIS - AICS - Governors Office (Financial Assistance) 2.2. I-refer sa Billing Section para sa Clearance Form.	Wala	10 minuto	



15. MEDICAL SOCIAL SERVICE – CLASSIFICATION OF OUT-PATIENT

Ang Social Service ang magaaassess sa socio-economic status ng pasyente. Ang serbisyong ito ay available araw-araw, 8:00 am to 5:00 pm.

Office or Division:	Social Services Section	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Lahat ng OPD na pasyente ng Ospital	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Senior Citizen Senior Citizen ID (1 Original Copy) For PWD PWD ID Card (1 Original Copy)	Sa Senior Citizen's Affairs Office Sa Social Welfare and Development Office ng Munisipyo	
2. Barangay Certificate of Indigent (1 Original Copy)	Barangay Hall kung saan naninirahan ang pasyente	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta para humingi ng tulong pinanasyal o diskwento para sa Reseta, Laboratory, X-ray Request – sa Social Service.	1.1. Tanungin at iassess ang pasyente.	Wala	10-20 minuto	<i>PRINCESS ANNE DEL ROSARIO</i> <i>Social Worker</i>
	1.2. Kapag pumasa sa assessment ng Social Worker, humingi ng kopya ng kanilang Valid ID at mga Reseta/Request.			<i>CELESTE ARAO</i> <i>Administrative Clerk</i>
	1.3. Isulat sa Reseta/Request Form ang diskwentong binigay.			<i>LENIE ALONZO</i> <i>Administrative Clerk</i>
	1.4. Kunin ang mga datos ng pasyente at isulat sa Referral Form.			Cauayan District Hospital
	1.5. Payuhan ang pasyente na bumalik sa Laboratory/X-ray o Pharmacy para sa mga procedure/gamot na kailangan, kung buo ang diskwento at sa Cashier's Section naman kung 20% lamang.			



16. DISCHARGE OF PATIENT AND PAYMENT OF HOSPITAL BILLS

Ang serbisyong ito ay para lamang sa mga admitted na pasyente. Ang serbisyong ito ay available mula Lunes-Linggo, 8:00 am to 5:00 pm.

Office or Division:	Billing/Cashier's Section, Philhealth Section, Social Services and Nursing Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng naka-admit na pasyente na madidischarge, kamaganak ng pasyente o legal guardian ng pasyente
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. PhilHealth Forms CF1, CSF (1 Original Copy)	Sa PhilHealth Section
2. PhilHealth PMRF (1 Original Copy)	Sa PhilHealth Section
3. Discharge Clearance Slip (1 Original Copy)	Sa Billing Section
4. Official Receipt (1 Original Copy)	Sa Cashier Section
5. For Undeclared Dependent Child Birth Certificate (1 Photocopy)	Sa Municipal Civil Registrar/PSA
For Undeclared Dependent Spouse Marriage Certificate (1 Photocopy)	Sa Municipal Civil Registrar/PSA
For Individually Paying Member (IPM) Proof of Contribution (1 Original Copy)	Sa PhilHealth Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Antayin ang Verbal Notice galing sa Attending Physician na pwede nang madischarge ang pasyente.	1.1. Magsusulat ang Physician ng Order for Discharge.	Wala	10-15 minuto	<i>Doctor on Duty</i>
	1.2. Ayusin ng Nurse ang mga Discharge Papers at ibigay sa Billing Section.		15 minuto	<i>Ward Nurse on Duty</i> Cauayan District Hospital
	1.3 I-encode ang miscellaneous charges at itsek ang iba pang mga charges na kailangan sa system bago i-endorse ang pasyente sa ibang section.		30 minuto	<i>Billing Section</i> BONAVY ANDRES ABIGAIL CASTRO Cauayan District Hospital
	1.4. Ihanda ang clearance ng pasyente.		2 minuto	
2. Kunin ang clearance/ billing statement at dalhin – sa Billing Section.	2.1. Ipaliwanag ang Billing Statement sa pasyente.		5 minuto	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2.1. Kondisyon:</p> <p>- Para sa may PhilHealth na pasyente magtungo – sa PhilHealth Section.</p> <p>- Para non-PhilHealth o patient with PhilHealth na may excess ang bill sa PhilHealth case rate at eligible sa co-payment policy, para maassess ay magtungo – sa Social Services Section.</p>	<p>2.2. Tanungin ang pasyente kung may PhilHealth o wala.</p> <p>*Sa mga PhilHealth patient, sasabihan ang pasyente na magtungo sa PhilHealth Section para sa pagproseso ng Hospital Bill.</p> <p>*At para naman sa mga non-Philhealth patient papuntahin sa Social Services Section.</p>	Wala	5-10 minuto	
3. Magtungo upang bayaran ang balance – sa Cahier Section.	3. Tanggapin ang bayad at ibigay ang Official Receipt.	Depende sa Bill ng pasyente	3-5 minuto	<p><i>Cashier</i></p> <p>MARJORIE MARQUEZ</p> <p>MILAGROS CAMASO</p> <p>Cauayan District Hospital</p>
4. Kunin ang clearance form – sa Billing Section Window.	<p>4.1. I-check ang system generated SOA at resibo ng pasyente.</p> <p>4.2. Ibigay ang Clearance Form sa pasyente/ bantay, papuntahin sa Nurse Station upang magpapirma.</p>	Wala	10-15 minuto	<p><i>Billing Section</i></p> <p>BONAVY ANDRES</p> <p>ABIGAIL CASTRO</p> <p>Cauayan District Hospital</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Dalhin ang clearance form at ipapirma – sa Nurse Station.	5.1. Ipaliwanag sa pasyente/bantay ang tagubilin at ibigay ang Reseta ng take-home medicines. 5.2. Pabalikin pasyente/bantay sa Billing Section.	Wala	10-15 minuto	<i>Ward Nurse on Duty</i> Cauayan District Hospital
6. Dalhin ang clearance form – sa Billing Section.	6.1. Kunin ang Clearance Form at idala sa Administrative Officer kasama ang Chart ng pasyente upang magpapirma ng Clearance Form.	Wala	1 minuto	<i>Billing Section</i> <i>BONAVY ANDRES</i> <i>ABIGAIL CASTRO</i> Cauayan District Hospital
	6.2. I-check ng Administrative Officer ang dokumento bago pirmahan ang Clearance Form.		3 minuto	<i>Administrative Officer</i> Cauayan District Hospital
	6.3. Ibabalik ang Clearance form sa pasyente/bantay at sabihan na pwede ng umuwi.	Wala	1-2 minuto	<i>Billing Section</i> <i>BONAVY ANDRES</i> <i>ABIGAIL CASTRO</i> Cauayan District Hospital
7. Ibigay ang Clearance Form sa PSG na nakabantay – sa Exit.	7. Kunin ang Clearance Form, i-check kung kumpleto ang pirma at pagkatapos ay pauwiin na ang pasyente.	Wala	1 minuto	<i>PSG on Duty</i>



HOSPITAL CHARGES

PARTICULARS	AMOUNT
Droplight (<i>per hour</i>)	25.00
Linen (<i>per request</i>)	50.00
Oxygen (<i>per tank</i>)	900.00
Newborn Screening Kit	1,800.00
Set of Personal Protective Equipment (for CIU patient only)	1,000.00
Delivery Room Fee	1,500.00
Operating Room Fee	2,500.00
Ward Room & Labor Room	600.00
Semi-Private Room & Recovery Room	800.00
Community Isolation Unit - Ward Room	1,000.00
Community Isolation Unit - Private Room	1,500.00



17. CASHIER SERVICES FOR OUT-PATIENTS

Lahat ng pasyente na magbabayad ng kanilang mga reseta o request ay magtungo sa Cashier's Office araw-araw, 8:00 am – 5:00pm, at Pharmacy Section paglagpas ng office hours.

Office or Division:	Cashier's Section/Pharmacy Section (Beyond Office Hours)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Lahat ng OPD na pasyente ng Ospital
CHECKLIST OF REQUIREMENTS	
1. Reseta/Laboratory/X-ray/ECG Request (1 Original Copy)	Sa Doctor on Duty (ER/OPD)
WHERE TO SECURE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magtungo upang magbayad – sa Cashier's Office.	1.1. Tanggapin ang bayad ng pasyente at bigyan ng Official Receipt. 1.2. Utusan ang pasyente na bumalik sa pinanggalingang Section.	Depende sa nakwenta na presyo ng mga gamot, laboratory, x-ray, ECG procedures.	10-30 minuto	<i>Cashier</i> MARJORIE MARQUEZ MILAGROS CAMASO Cauayan District Hospital
Kondisyon: Para sa mga kaukulang diskwento: - Senior Citizen - 4 P's/Indigent patients - Kulang ang pangbayad o walang pangbayad	1.3. Sabihan ang pasyente na tumungo sa Social Services Section ng hospital.			