

**CITIZEN CHARTER  
PASIG CITY GENERAL HOSPITAL**

**Radiological Examination (X-ray, Ultrasound, CT Scan, Mammography)**

The Pasig City General Hospital provides diagnostic procedures like X-ray, CT Scan, Mammography to detect abnormalities/diseases from a patient as prescribed/requested by a medical officer.

<b>Office or Division:</b>	Paulo Roman A. Castro, Jr., MD, PhD Medical Director Tel: 8643-3333 Email: <a href="mailto:pasigcitygen@yahoo.com.ph">pasigcitygen@yahoo.com.ph</a>  Radiology Department Tel: 8643-3333 local 126
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizens
<b>Who may avail:</b>	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Doctor's request	Issued by the requesting doctor.
2. Hospital Patient Card (Blue and Yellow cards whenever applicable)	Issued by the City Government of Pasig

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Present radiology request	Encode request for radiology procedures in the system		5 minutes	Medical Records Section (Buenaobra, Ronald Leaño Cabugon, Mylene Velasco Calapi, Gilbert Sayson Catig, Juliana Miranda Colorico, Melanie Brondial Dalere, Lester Dela Cruz Elorde, Melanie Bautista

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Francisco, Noelito Huete Geronimo, Ronald Cuevas Gesilva, Melanie Solis Nacion, Rochelle Regidor Parducho, Maria Tita Tiueco Reyes, Regielyn Junio Rodebella, Lydia Cabangangan
2	Present radiology request	Check system for the request		5 minutes	Radiology Department: Bea, Jeanina Mae Santos Jacalne, Rosario Magistrado Matienzo, Renelita Soriano Padrigano, Allan Napurán Pingad, Aura Alena Elijorde Placedes, Mary Grace Alapot Tagle, Adriano Laguras Torio, Jozsel Tumampil
3	Claim Order of Payment  **for Yellow Card and Blue Card holders proceed to Information Desk for validation	Issue of Order of Payment		5 minutes	Radiology Department: Bea, Jeanina Mae Santos Jacalne, Rosario Magistrado Matienzo, Renelita Soriano Padrigano, Allan Napurán Pingad, Aura Alena Elijorde Placedes, Mary Grace Alapot Tagle, Adriano Laguras

#	CLIENT STEPS	OFFICE ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Torio, Jozsel Tumampil
4	Claim Official Receipt	Issue Official Receipt	Applicable fees	5 minutes	Cashier (Bufete, Nelma Cabalquinto Cebujano, Jennifer Tomacas Destreza, Emafe Ballaco Feliciano, Rosemarie San Diego Gamboa, Vilma Laman Madrigal, Irene Francisco Mayor, Vigilante Del Rosario Robiso, Mary Analyn Estaño Tabiera, Conchita Pagsanjan)
5	Present Official Receipt	Record Official Receipt		5 minutes	Radiology Department: Bea, Jeanina Mae Santos Jacalne, Rosario Magistrado Matienzo, Renelita Soriano Padrigano, Allan Napuran Pingad, Aura Alena Elijorde Placedes, Mary Grace Alapot Tagle, Adriano Laguras Torio, Jozsel Tumampil

#	CLIENT STEPS	OFFICE ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6	Submit to procedure; or get instruction if procedure needs preparation	Administer radiological examination/ procedure; or return for schedule		15 minutes	Radiology Department: Blanco, Armand Menguito Cruz, Ricardo Ortega Gonzales, Christian Carlo Jumigop Laborte, Orlan Asis Leonida, Daryll Roy Anoya Medina, Jeouel Argel Monroyo, Mark Mameng Ogsimer, Jeanette Queyquep Ortega, Crisostomo Martinez Reyes, Celia Bonoan Sotto, Paul Eric David Tang, Jonathan Hudson Bulat-Ag Tonio, Wilfredo Magsino
TOTAL:				40 minutes	