

**SERVICE STANDARD OF THE
LABORATORY SERVICES DIVISION
City Government of Paranaque**

Schedule of Availability of Service:

Monday - Friday EXCEPT Holidays
8:00 AM - 5:00 PM (No Noon Break)

FRONTLINE SERVICES OFFERED

- 1 LABORATORY EXAMINATIONS

Prepared by:

Dr. Ma. Loreleigh S. Obed
OIC-City Health Office

Approved by:

Hon. Edwin L. Olivarez
City Mayor II

SERVICE OFFERED:

LABORATORY EXAMINATIONS

WHO MAY AVAIL OF THE SERVICE AND REQUIREMENTS:

- A. Patients referred by Health center Physicians and Private Clinics:
 - 1. Referral slip from the requesting physician;
 - 2. Properly collected specimens

- B. Patients in need of pre-employment laboratory examination requirements:
 - 1. List of pre-employment requirements from the establishment;
 - 2. Properly collected specimens

- C. Patients complying with Health Certificate requirements for food and non-food establishments:
 - 1. List of requirements in securing health certificate (new or renewal) for food and non-food establishment;
 - 2. Properly collected specimens

SCHEDULE OF FEES:

CBC	P90	Pregnancy Test	P160
Urinalysis	P50	Blood Typing	P80
Fecalalysis	P45	HBsAg Screening Test	P200
Hgb/Hct	P60		
Platelet Count	P80		

DURATION:

58 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES)	PERSON IN CHARGE	FEES	FORM
1. Submission of Requirements	Proceed to Window 1 and submit required forms	Issue Order of Payment	2 minutes	Isafel Perez, Nursing Attendant and Gilbert Jimenez, Laboratory Aide		Order of Payment
	Payment of Fees at Cashier in the Treasury Department					
2. Processing of Specimens	1). Present Official Receipt and submit specimens 2). Seat at extraction chair (Seated at the Waiting Area for Call of name)	1). Record Official Receipt number into logbook and receive specimens. 2). Blood Extraction 3). Process specimens for testing (Urine/Stool and Blood)	18 minutes	Isafel Perez, Nursing Attendant and Gilbert Jimenez, Laboratory Aide, Marjorie Teves, Medical Technologist and Venus Bercasio, Medical Technologist		Official Receipt, Client Data Record, Laboratory Exam Form
		4). Microbiological testing of specimens and preparation of result	30 minutes	Marjorie Teves, Medical Technologist and Venus Bercasio, Medical Technologist		
		5). Encoding of Results	5 minutes	Isafel Perez, Nursing Attendant		Laboratory Results
3. Release of Results	Receives results of all tests	Review of Results and make corresponding referral of abnormal results for Medical clearance	3 minutes	Joycelynn L. Aman, RMT, MBA - Head Laboratory Division		Laboratory Results, Referral Slip
END OF TRANSACTION						