CITY OF IMUS MOLECULAR LABORATORY

EXTERNAL SERVICES







1. COVID-19 TESTING BY RT-PCR METHOD FOR OUTPATIENTS

COVID-19 RT-PCR is a reverse transcription polymerase chain reaction (RT-PCR) for the detection of RNA from SARS-CoV-2 in respiratory samples (oropharyngeal and/or nasopharyngeal) collected from individuals with symptoms or other reasons to suspect COVID-19.

OFFICE OR DIVISION	City of Imus Molecular Laboratory				
CLASSIFICATION	Simple transaction				
TYPE OF TRANSACTION	Government to Citizen				
WHO MAY AVAIL THE	ALL				
SERVICE					
CHECK	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			IRE	
A. Examination		A. Examination			
1. Sample lir	elist	 Requesting Physician or Referring facility 			
2. Laborator	y request form				
3. Case Inve	stigation Form (CIF)				
4. Additiona	I requirements for patient eligible to avail				
	benefits: Annex E and Philhealth ID				
B. Release of Result					
1. Official re	ceipt (if anv)	B. Release of Result			
	ion letter and valid ID from the patient and	1. Cashier			
	f authorized representative	Castilet Patient or authorized representative			
Valid 15 0	valid ib of domonzed representative		2. Falletti of authorized representative		
OLIENT STERS	A CENOV A CTION	FFFC TO DE DAID	DDO OFCCINIO TIME	DEDCOM DECROMODIE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Accomplish the required	1. Receive the required documents and	None for eligible	30 minutes	Medical technologists	
documents and present	inspect based on the completeness of	Philhealth members		Administrative Officer/	
other relevant documents	data.	DI ID 0 000 if 1		Administrative Assistant	
(ex, doctor's request) with		PHP 2,000 if not a	1 1 Defeate H		
complete patient's data to	1.1 Assess if the patient is eligible to avail the	eligible for Philhealth and for	1.1 Refer to the		
the reception area of City of	Philhealth COVID-19 benefits.		citizen charter of		
lmus Molecular Laboratory.		non Philhealth	Philhealth		
	GSODN	members			
		(E)			

		PHP 800 if group of five and wanted to avail pooled testing		
2.1 Present the forms to the cashier booth for checking of Philhealth documents.	2.1 Verify patients and request information and instruct the patient to proceed to the swabbing area.		10 minutes	Administrative Officer/ Administrative Assistant Cashier
2.2 If not eligible for Philhealth, pay the amount indicated.	2.2 Receive the payment and issue an official receipt.		5 minutes	
	3.1 Receive all the documents, verify and instruct the patient on the process of sample collection.		10 minutes	Medical Technologist Pathologist Laboratory Clerk Laboratory Alde
	3.2 Perform a swab collection and label all the samples with patient's information, date and time of specimen collection and other relevant details.		15 minutes	
	3.3 Instruct the patient on the process of releasing results.		5 minutes	
	3.4 Bring samples to the reception area of City of Imus Molecular Laboratory for testing (this is done after all the patients on queue are done with the procedure).		30 minutes	
	SIGSOD NO		30 minutes	

	TOTAL	24 HOURS		
4.2 Inquire and claim the result via electronic mail	4.2 Reply to patient's inquiry and ask for proof of payment (if any), proof of identification/authorization letter and release the e-copy of the result to the patient.			
4.1 Claim the result at the reception area of City of Imus Molecular Laboratory; or	4.1 Print the official result, ask for proof of payment (if any), proof of identification/authorization letter and release the copy of the result to the patient.	10 minutes	Medical Technologist	
	3.7 Encode the official result and submit a report to the Department of Health.			
	3.6 Verify the test result.	2 hours		
	3.6 Perform COVID-19 testing by rt-pcr.	4 hours		
	3.5 Receive the samples and endorse it to the processing area for COVID-19 testing by RT-PCR method.	12 hours		







2. COVID-19 TESTING BY RT-PCR METHOD FOR OTHER REFERRING FACILITIES

COVID-19 RT-PCR is a reverse transcription polymerase chain reaction (RT-PCR) for the detection of RNA from SARS-CoV-2 in respiratory samples (oropharyngeal and/or nasopharyngeal) submitted and collected by the referring facilities from individuals with symptoms or other reasons to suspect COVID-19.

OFFICE OR DIVISION	City of Imus Molecular Laboratory				
CLASSIFICATION	Simple transaction				
TYPE OF TRANSACTION	Government to Citizen				
WHO MAY AVAIL THE	ALL				
SERVICE					
CHECK	KLIST OF REQUIREMENTS WHERE TO SECURE			RE	
A. Examination		A. Examination			
1. Sample lin	1. Sample linelist		 Requesting Physician or Referring facility 		
	y request form				
	3. Case Investigation Form (CIF)				
	I requirements for patient eligible to avail				
	benefits: Annex E and Philhealth ID				
B. Release of Result		B. Release of Result			
1. Official re			1. Cashier		
	2. Authorization letter and valid ID from the patient and		Patient or authorized representative		
Valid ID of authorized representative					
			l		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present and submit the	1. Receive the required documents and	None for eligible	60 minutes	Medical technologists	
required documents with	inspect based on the completeness of	Philhealth members		Administrative Officer/	
complete patient's data to	data.	DI ID 0 000 ''		Administrative Assistant	
the reception area of City of		PHP 2,000 if not a	1.1.0.6.		
Imus Molecular Laboratory.	1.1 Assess if the patient is eligible to avail the	eligible for	1.1 Refer to the		
	Philhealth COVID-19 benefits.	Philhealth and for	citizen charter of		
		non Philhealth	Philhealth		
		members			
	(500 N				





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		PHP 800 if group of		
		five and wanted to		
		avail pooled testing		
2.1 Present the forms to the	2.1 Verify patients and request information		10 minutes	Administrative Officer/
cashier booth for checking of	and instruct the courier to proceed to the			Administrative Assistant
Philhealth documents.	reception area.			Cashier
2.2 If not eligible for	2.2 Receive the payment and issue an		5 minutes	
Philhealth, pay the amount				
indicated.	'			
3. Proceed to the reception	3.1 Receive the samples and endorse it to		30 minutes	Medical Technologist
area of City of Imus	the processing area for COVID-19 testing by			Pathologist
Molecular Laboratory and	RT-PCR method.			Laboratory Clerk
present the proof of payment				Laboratory Alde
(if any).	3.6 Perform COVID-19 testing by rt-pcr.		12 hours	
(
	3.6 Verify the test result.		4 hours	
	,,			
	3.7 Encode the official result and submit a		2 hours	
	report to the Department of Health.			
	3.8 Send the official result to the email		30 minutes	
	address of the referring facility.			
4.1 Claim the result at the	4.1 Print the official result, ask for proof of		10 minutes	Medical Technologist
reception area of City of Imus	payment (if any), proof of			Laboratory Clerk
Molecular Laboratory;	identification/authorization letter and			23.33.3.73.7
or	release the copy of the result to the patient.			
4.2 Inquire and claim the	4.2 Reply to patient's inquiry and ask for			
result via electronic mail	proof of payment (if any), proof of			
	identification/authorization letter and			
	release the e-copy of the result to the			
	patient.	4		
		100		

TOTAL	24 HOURS	





