

ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: **ULTRASOUND SECTION, DEPARTMENT OF OB-GYN**

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Ultrasound in Obstetrics and Gynecology	None	None	Ultrasound Section Policy	June 14, 2019	None

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: ULTRASOUND IN OBSTETRICS AND GYNECOLOGY					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Ultrasound request	Ultrasound Section Policy	1. Secure number for ultrasound at the entrance	Ultrasound Section Policy	1 minute	None
Charge slip		2. Proceed to ultrasound room, wait for number to be called		2 minutes	None
Identification Card		3. Provide ultrasound request to be presented		1 minute	None
		4. Patient will receive charge slip and pay at the cashier		5 minutes	See posted pricelist of OB-GYN ultrasound
		5. Patients will seek discount at the MSWS (senior citizen, PWD, indigent patient)		5 minutes	None
		6. Wait for the number to be called for the ultrasound procedure		2 minutes	None
		7. Performs the necessary ultrasound procedure		TVS,TVS 1 st TRI, TRS – 5 minutes TAS – 10 minutes BPS – 30 minutes CAS – 40 minutes	None

				OB Doppler – 20 minutes Placental Doppler – 15 minutes Gyne Onco, DIE, TPUZ – 40 minutes SISH, HSSG – 20 minutes 3D/4D OB– 10 minutes 3D/4D gyne – 10 minutes	
		8. Wait for ultrasound result		15 minutes	None
		9. Received ultrasound result		3 minutes	None
TOTAL				TVS, TVS 1 st TRI, TRS – 40 minutes TAS – 45 minutes BPS – 1 hour 5 minutes CAS – 1 hour 15 minutes OB Doppler – 55 minutes	See posted pricelist of OB-GYN ultrasound

	<p>Placental Doppler – 50 minutes</p> <p>Gyne Onco, DIE, TPUZ – 1 hour 15 minutes</p> <p>SISH, HSSG – 55 minutes</p> <p>3D/4D OB– 45 minutes</p> <p>3D/4D gyne – 45 minutes</p>	
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