



CITIZEN'S CHARTER
STEP BY STEP PROCEDURES
ELECTROENCEPHALOGRAM (EEG)

STEP	ACTIVITIES	FEE	NECESSARY FORM	MAXIMUM RATE	RESPONSIBLE OFFICER	ALLOWABLE PERIOD OF EXTENSION
1	REQUEST FORM ARE EVALUATED AND PRICED: a. INSTRUCT CLIENT TO PAY EEG FEE AT THE CASHIER OR DSWD OFFICE FOR INDIGENT CLIENTS b. INSTRUCT CLIENT TO PAY READER'S FEE AT THE EEG ROOM (FOR PAY PATIENTS)	(EEG FEE) P1,300.00 (READER'S FEE) P500.00	EEG REQUEST FORM FILLED UP BY REGISTERED PHYSICIAN	2 MINUTES	EEG TECHNICIAN	3 MINUTES
2	LOG AND SCHEDULED REQUEST. GIVE INSTRUCTIONS.	NONE	EEG REQUEST FORM WITH OFFICIAL RECEIPTS	5 MINUTES	EEG TECHNICIAN	5 MINUTES
3	SECURE CONSENT.	NONE	CONSENT FORM	2 MINUTES	PHYSICIAN	5 MINUTES
4	DO EEG PROCEDURE: A. CONNECT 21 CHANNEL LEADS ON CLIENTS HEAD THEM B. LET CLIENT SLEEP AND MONITOR CLIENT'S BRAIN ACTIVITY USING THE DIGITAL EEG SYSTEM		EEG REQUEST FORM	60 MINUTES	EEG PHYSICIAN	1 HOUR FOR INTUBATED/UNSTABLE IN-PATIENTS
5	INTERPRET EEG: 1. INITIAL READING EEG ROTATOR (RESIDENT) WITHIN 24 HOURS 2. FINAL READING BY CONSULTANT			3 WORKING DAYS	NEUROLOGIST	2 WORKING DAYS
6	ENCODE THEN RELEASE RESULTS			(ONCE AVAILABLE) 3 WORKING DAYS	EEG TECHNICIAN/EEG ROTATOR	(ONCE AVAILABLE) 2 WORKING DAYS
END OF TRANSACTION						