

**DEPARTMENT OF OPHTHALMOLOGY
CITIZEN'S CHARTER
(STEP BY STEP PROCEDURES)
BIOMETRY**

STEP	ACTIVITIES	FEE	NECESSARY FORMS	MAXIMUM TIME	RESPONSIBLE STAFF/ OFFICER	ALLOWABLE PERIOD OF EXTENSION ACCEPTABLE REASON
1	Present Biometry request	NONE	Request form from the physician	1 min	Resident/ Nurse/ Technician	<p style="text-align: center;">10-15 minutes:</p> <ul style="list-style-type: none"> ➤ The responsible staff/ officer were sent out on an urgent errand. ➤ The department is having conference or meeting. ➤ There are still patients seen by other doctors at the examination room.
2	Pay the amount written in the request form or charge slip	P400.00 PER EYE	Physician's Order Form Prescription Form with written amount	Cahier's Procedure	Cashier's Office	
3.	Present receipt of payment	NONE	Receipt form	1 min	Resident/ Nurse/ Technician	
4.	Start Biometry reading	NONE	NONE	10 mins	Resident/ Nurse/ Technician	
5.	Give biometry results to patient	NONE	Printed result or request form from the physician	1-2 mins	Resident/ Nurse/ Technician	