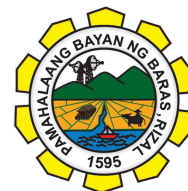




Municipal Health Office

Frontline Services



1. PROVISION OF MEDICAL CONSULTATION

Among the mandates of the Municipal Health Office is to diagnose and treat illnesses and give appropriate medical services to any individual who needs medical assistance. The Municipal Health Office has three district health offices that provide this service.

Office or Division:	Municipal Health Office			
Classification	Simple			
Type of Transaction:	G2C – Government to transacting public			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral slip		Barangay Health Station		
Under Five Clinic Card (UFC)		Barangay Health Station		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Go to Municipal Health Office approach the midwife/nurse on duty, register in dispensary book, and provide the necessary information during the initial interview. Upon recording your data, the MOD/NOD will refer to the medical officer	1.1 Conduct interview, record patient medical data and refer patient to the medical officer		10 MINUTES	Rural Health Midwife or Rural Health Nurse Health Office

2	Proceed to the Municipal Health Officer to undergo examination. You will be given medical advise and in cases requiring medication a prescription will issued or if laboratory work up is needed. Lab request will be given. If your cases requires hospitalization, the medical officer will refer you to the hospital choice.	2.1 Conduct physical Examination, given medical advise, doctor's prescription and referrals	CBC = ₱ 60.00 PLT = ₱ 30.00 Urinalysis = ₱ 60.00 Fecalalysis = ₱ 60.00	20 MINUTES	Medical Officer Health Office
3	Awaits results of laboratory test	3.1 Conduct laboratory test		20 MINUTES	Medical Technologies Health Office
4	Lab Result interpretation	4.1 Advise patient on lab test results as part of medical consultation		10 MINUTES	Medical Officer Health Office
5	If you have been issued a medical prescription, approach the assigned personnel at RHU Pharmacy for the Issuance of medicine	5.1 If prescribed medicines are available at the RHU Dispensary (Pharmacy) the health personnel refers to the assigned person of the issuance of medicines		7 MINUTES	Medical Dispensary Personnel Health Office
6	Sign the acknowledgement receipt form	6.1 Medical Personnel check instruct patient to sign the acknowledgement receipt form		3 MINUTES	Medical Dispensary Personnel Health Office
TOTAL				70 MINUTES	



2. ISSUANCE OF MEDICAL / HEALTH CERTIFICATE

A health/medical certificate is generally required for securing vital documents such as driver's license and visas as well as in securing jobs and in seeking enrollment.

Office or Division:	Municipal Health Office			
Classification	Simple			
Type of Transaction:	G2C – Government to transacting public			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Results of Blood Test (CBC)		Accredited Diagnostic laboratory and testing center		
Results of Chest X-Ray				
Results of Urinalysis				
Results of Drug test				
Drug Test Result				
Psychological Test/ Examination Result				
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Proceed to the MTO and pay the required certification fee. Secure an official receipt.	1.1 Receives Certification fee and issues official receipt	TOTAL FEES/ CHARGES: - Medical Certificate = ₱ 75.00 - Urinalysis, Stool Examination and Blood Count = ₱ 120.00 (RHU Laboratory)	10 MINUTES	Revenue Collection Treasurer Office
2 Go to Municipal Health Office approach the midwife/ Nurse on duty, register in dispensary book, and provide the necessary information during the initial interview. present the official receipt.	2.1 Secure official receipt from the client, accomplish the client information / certificate and make referral		10 MINUTES	Midwife or Nurse Health Office
3 RHU Officer to undergo assessment medical examination. The RHU Officer will sign the certificate	3.1 Conduct medical examination /assessment sin certificate if there ar no adverse findings		30 MINUTES	Medical Officer Health Office
4 Secure Medical Certificate	4.1 Prepare Medical Certificate		30 MINUTES	Medical Officer Health Office
5 Sign the logbook and receive the Medical Certificate	5.1 Releases the medical certificate		5 MINUTES	Medical Officer Health Office
TOTAL			70 MINUTES	



3. PROVISION OF IMMUNIZATION SERVICES

The RHU Office provides immunization to infants 0 to 11 months old. An anti-tetanus vaccine is also available to pregnant women to prevent the occurrence of tetanus neonatorum in the Barangay Health Center.

Office or Division:		Municipal Health Office		
Classification		Simple		
Type of Transaction:		G2C – Government to transacting public		
Who may avail:		Parents of infants (0 to 11 months) and pregnant women		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Go to your barangay health center and inquire about the schedule of immunization.	1.1 Provides schedule of immunization		10 MINUTES	Midwife or Nurse Health Office
2 On the scheduled date of immunization, proceed to the barangay health center. Register your name/child name in the logbook. Give the necessary information to the midwife on duty	2.1 Records necessary information about the patient. Secure record of immunization. Conduct of immunization		20 MINUTES	Midwife or Nurse Health Office
3 For pregnant women. Submit yourself to an interview. Present record of previous immunization if any.	3.1 Conduct interview, record all pertinent data including data, including infant / pregnant women weight		10 MINUTES	Midwife or Nurse Health Office
4 Post immunization instructions after the immunization, ask the BHW for post	4.1 Gives instruction and advises client of the next immunization scheduled		15 MINUTES	Midwife or Nurse Health Office
TOTAL			55 MINUTES	



4. PROVISION OF MATERNAL CARE SERVICES

The Municipal Health Office targets low maternal mortalities and morbidity rate. The MHO Implements a comprehensive maternal care program for pregnant and lactating women. Clients are advised to submit them to monthly pre-natal check-up. They should submit themselves to post-partum care at least two or three times within four to six weeks upon delivery.

Office or Division:		Municipal Health Office		
Classification		Simple		
Type of Transaction:		G2C – Government to transacting public		
Who may avail:		Pregnant and Lactating Mothers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Go to your barangay health center and provide information to be entered in the home based Maternity Record	1.1 Accommodates clients and log pertinent data on the HBMR card		10 MINUTES	Midwife or Nurse Health Office
2 You will receive instruction on proper on proper nutrition and maternal care and will be advised to report to the MHO Officer should you observed signs of pregnancy risk	2.1 Conduct of Health education, indication of breastfeeding, tetanus toxoid, dental services, Nutrition and maternal counseling		20 MINUTES	Midwife or Nurse Health Office
3 For pregnant women. Submit to a Pre-natal Examination, OB-Gyne Consultation.	3.1 Conduct pre-natal and other examination		30 MINUTES	Midwife or Nurse Health Office
TOTAL			60 MINUTES	



5. PROVISION OF FAMILY PLANNING SERVICES

The Municipal Health Office provides family planning to advocate proper child spacing and birth control

Office or Division:	Municipal Health Office			
Classification	Simple			
Type of Transaction:	G2C – Government to transacting public			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Go to your barangay health center and state your request for information and counseling	1.1 Accommodates clients		10 MINUTES	Barangay Health Worker / Family Planning Coordinator Health Office
2 Register your name in the logbook	2.1 Secure clients signature in the logbook		5 MINUTES	Barangay Health Worker / Family Planning Coordinator Health Office
3 You will go through a counseling sessions and receive IEC materials as reference	3.1 Conducts counseling session and hands out references		30 MINUTES	Midwife or Nurse Health Office
4 Provision of family Planning commodities	4.1 Giving of FP Commodities (e.g. pills)		15 MINUTES	Midwife or Nurse Health Office
TOTAL			60 MINUTES	



6. PROVISION OF ANTI TUBERCULOSIS MEDICINE AND SERVICE

The Municipal Government in partnership with international and national government and NGO, implements an anti tuberculosis program to prevent the spread of tuberculosis program to prevent the spread of tuberculosis and to treat TB patients.

Office or Division:		Municipal Health Office		
Classification		Simple		
Type of Transaction:		G2C – Government to transacting public		
Who may avail:		Patients with Tuberculosis		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Go to your barangay health center inquire about the requirements for availing of tuberculosis treatment. Provide the necessary information during the initial interview and during taking the medical history records	1.1 Answer queries on TB Treatment. Conduct interview and record clients medical history refer client to the RHU if the case warrants immediate attention		10 MINUTES	Barangay Health Worker / Family Planning Coordinator Health Office
2 Proceed to RHU in your area	2.1 Evaluate records and conduct counseling on TB. Instruct clients on the proper procedures in collecting sputum specimen		15 MINUTES	Midwife or Nurse Health Office
3 Submit specimen for sputum microscopy	3.1 Obtains from client sputum samples for microscopy. Advises client of the date of release of results		5 MINUTES	Midwife or Nurse Health Office
4 Go to RHU and secure the sputum examination result	4.1 Release sputum examination results		10 MINUTES	Midwife or Nurse Health Office
4 Go back to RHU for information and counseling and for enrolment in multi-drug therapy	4.1 Conducts counseling		30 MINUTES	Midwife Health Office
TOTAL			70 MINUTES	



7. PROVISION OF ANTI TUBERCULOSIS MEDICINE AND SERVICE

Food and Non Food business establishments are required to secure sanitary permits to make sure they observe the standards of the Sanitary Code of the Philippines. Workers in said establishments are also to secure health cards

Office or Division:	Municipal Health Office			
Classification	COMPLEX			
Type of Transaction:	G2C – Government to transacting public			
Who may avail:	Owners/Operators of food and non food business establishment Workers in food and non food business establishments.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of official receipt obtained from business permit payment		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 For Food Establishments: Food handlers such as waiter, waitress and cooks must bring X-Ray Result, Fecalysis, Urinalysis and Hematology to secure Health Cards	1.1 Get Vital Signs of the Worker		15 MINUTES	Midwife or Nurse Health Office
2 Pay the treasures Office	2.1 Issuance of Health Card ID	₱ 100.00	15 MINUTES	Medical Officer Health Office
	3.1 Conduct of Inspection and give recommendation		3 DAYS	Sanitary Inspector Health Office
	4.1 Issuance of Sanitary Permit, If the Establishment meets the requirements of the sanitation Inspector	₱ 175.00	30 MINUTES	Sanitary Inspector Health Office
TOTAL			70 MINUTES	