

**OFFICE OF THE MUNICIPAL HEALTH
OFFICER**

1. AVAILING OF DENTAL EXAMINATION & TOOTH EXTRACTION SERVICES

The Dental Services of the Municipal Health Office is available to all clients residing in the Municipality to prevent and treat dental problems. This also provides services to pregnant and lactating mothers to educate them on proper dental care and hygiene.

OFFICE / DIVISION	MUNICIPAL HEALTH OFFICE			
CLASSIFICATION	SIMPLE			
TYPES OF TRANSACTION	G2C			
WHO MAY AVAIL	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Referral Slip 2. Members Data Record (MDR) for PhilHealth Members			Barangay Health Center PhilHealth Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Get a referral slip from the Barangay Health center.</p> <p>2. Secure a call number for tooth extraction at the dental clinic.</p> <p>3. Wait for your name and number to be called and present the clinical referral slip.</p> <p>4. May go home</p>	<p>- Check the clinical referral slip. Medical history and vital signs are taken. - Pertinent data are recorded at the Individual Treatment Record (ITR) and at the registration logbook.</p> <p>- Patients name and number is called. Directs clients to the tooth</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p> <p>15 minutes</p> <p>5 minutes</p>	<p>Dental Aide Staff in Charge</p> <p>Municipal Public Health Dentist</p> <p>Municipal Public Health Dentist</p>
	<p>extraction area.</p> <p>- Perform dental examination and tooth extraction is done if needed. - Give instructions on post extraction procedures. - Prescribed medicines if necessary. - Instruct patient to go home.</p>			

2. AVAILING OF SOCIAL HYGIENE CLINIC SERVICES

The service is intended for the general public and the most at risk population (MARPS) in order to identify and treat clients with Sexually Transmitted Infections (STI's). Workers in the entertainment industries with normal results are given with health cards and voluntary HIV counselling.

OFFICE / DIVISION	MUNICIPAL HEALTH OFFICE			
CLASSIFICATION	SIMPLE			
TYPES OF TRANSACTION	G2C			
WHO MAY AVAIL	ALL, Most at Risk Population (MARPS)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral slip Individual Treatment Record		Barangay Health Center Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patients with referral from the	- Receive client	none	Gram Stain – 6 hrs.	Medical Technologist STI Nurse Coordinator

Physician Social Hygiene Clinic:	- Check the referral slip and Individual Treatment Record.	none	Wet Mount – 30 min.	STI Nurse Coordinator
2. Go to the Social Hygiene Clinic.	- Dispense medicines based on the recommendations of the referring physician with request for vaginal smear/cervical smear.	none	10 minutes	STI Nurse Coordinator
3. Present the referral to the Nurse on Duty/Receiving Staff.	- Issue order of payment. MTO collects payments and issue official receipt.	Gram Stain-50.00	10 minutes	MTO
4. Pay the required fees at the MTO; secure official receipt.	- Check and record the official receipt. - Give instructions regarding the procedure.	None	5 minutes	STI Nurse Coordinator
5. Return to the Social Hygiene Clinic. Present the official receipt.	- Collect & examine vaginal/cervical/urethral specimen	None	30 minutes	MHO/RHP/STI Nurse Coordinator
6. Undergo laboratory examination.	- Release the result. Instruct client to present the result to the referring physician. - Appropriate medicines are prescribed and dispensed.	None	5 minutes	MHO/RHP
7. Wait for the result.	- Give counselling for clients found positive for STI.	None	10 minutes	STI Nurse Coordinator
8. Return to the referring physician present the laboratory result.				
9. May go home.				

3. AVAILING OF SOCIAL HYGIENE CLINIC SERVICES

The service is intended for the general public and the most at risk population (MARPS) in order to identify and treat clients with Sexually Transmitted Infections (STI's). Workers in the entertainment industries with normal results are given with health cards and voluntary HIV counselling.

OFFICE / DIVISION	MUNICIPAL HEALTH OFFICE
CLASSIFICATION	SIMPLE

TYPES OF TRANSACTION WHO MAY AVAIL	G2C
	ALL, Most at Risk Population (MARPS)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Referral slip Individual Treatment Record	Barangay Health Center Municipal Health Office
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CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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FOR MEMBERS OF THE ENTERTAINMENT INDUSTRY 1. Present the Health Card to the nurse on duty/Staff in charge. 2. Pay the required fee to the Municipal Treasurer's Office. Secure official receipt. 3. Return to the social hygiene clinic. 4. Undergo urethral/vaginal smear 5. Wait for the result	- Register and interview the client. Give instruction on the procedures. Issue order of payment.	none	10 min.	STI nurse coordinator/Staff in Charge
	- Collects payments and release official receipts	Gram Stain-50.00	10 min.	MTO
	- Check and record the receipt.		15 min.	STI nurse coordinator/ Staff in Charge
	- Collect vaginal/urethral specimen.	none	15 min.	MHO Nurse Coordinator
	- Examine specimen and instruct client to wait for the result - Release the result. Sign and release the health card for clients with negative result. Give postcounselling, prescribed medicines and temporarily hold the releasing of the health card for those found positive for STI.			

4. AVAILING OF OUT-PATIENT CONSULTATION

The Municipal Health Office diagnose, treat illness and give appropriate medical services to any person who need medical attention. The objective is more on the preventive and promote aspect of health.

OFFICE / DIVISION	MUNICIPAL HEALTH OFFICE
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CLASSIFICATION	SIMPLE			
TYPES OF TRANSACTION	G2C			
WHO MAY AVAIL	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral slip 2. Members Data Record (MDR) for PhilHealth Members "NO MASK, NO ENTRY" policy.		Rural Health Midwife - Barangay Health Center PhilHealth		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>BARANGAY LEVEL</u>				
1. Secure clinical referral slip at the Barangay Health Center	-Family envelope will be retrieved and will be given to the client	None	2 min.	Barangay Health Worker on duty.
2. Approach the Rural Health Midwife/ Human Resource for Health/Barangay Health Aide	- Patient will be asked about the reason for consultation. Medical history and vital signs will be taken. Data will be recorded on the patient's daily logbook. - Patient is referred to the Rural Health Unit or the nearest referral facility with a properly accomplished Clinical Referral Slip.	none	5 min.	Rural Health Midwife /Human resource for Health /Barangay Health Aide

5. AVAILING OF OUT-PATIENT CONSULTATION

The Municipal Health Office diagnose, treat illness and give appropriate medical services to any person who need medical attention. The objective is more on the preventive and promote aspect of health.

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CLASSIFICATION	SIMPLE			
TYPES OF TRANSACTION	G2C			
WHO MAY AVAIL	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral slip 2. Members Data Record (MDR) for PhilHealth Members "NO MASK, NO ENTRY" policy.		Rural Health Midwife - Barangay Health Center PhilHealth		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>RURAL HEALTH UNIT LEVEL</u>				
1. Go to admitting section. Secure a number for Consultation (first come, first serve)	- Patient/s will be given a number for consultation. He/she will be directed to wait at a designated waiting area. Physical distancing must be maintained at a distance of 1 meter apart.	None	2 min.	Staff in Charge (JAO)
2. As your number is called, approach the nurse/Human Resource for Health on duty. Present your clinical referral slip.	- Client's referral slip will be checked. Medical history and vital signs will be taken and recorded at the patient's Individual Treatment Record (ITR) Patient will be referred to the MHO/RHP on duty.	None	5 min.	Nurse on Duty/Human Resource for Health
3. Approach the Municipal Health Officer or the Physician on duty. Present the Individual Treatment Record (ITR).	- Patient is properly examined. Appropriate medicine is prescribed and medical advice is	None	5-10 min.	MHO/RHP on duty

<p>4. Go to the person in charge of dispensing medicines. Listen to the instruction well.</p> <p>5. Go to the nearest referral facility / hospital of choice.</p> <p><u>Barangay Level</u> Give the return slip back to the RHM for the record purposes</p>	<p>given. Laboratory request will also be given (if needed)</p> <p>- Medicines are dispensed and instructions on how to take the medicines properly.</p> <p>- Patient is sent home with the properly filled up return slip of the clinical referral slip. * If the hospitalization is required or client to a higher level of care. First line of intervention is given. Patient is referred to a hospital of his/her choice.</p> <p>- A nurse will accompany the patient to the hospital / referral facility and will be transported by the municipal ambulance. Clinical referral slip will be presented. The reply slip must be properly accomplished by the receiving facility and returned to the accompanying nurse.</p>	<p>None</p>	<p>5 min.</p>	<p>Staff in Charge (JAO)</p> <p>MHO RHP</p>
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6. AVAILING OF LABORATORY SERVICES

The Municipal Health Office provides laboratory services to all residents of the municipality.

OFFICE / DIVISION	MUNICIPAL HEALTH OFFICE			
CLASSIFICATION	SIMPLE			
TYPES OF TRANSACTION	G2C			
WHO MAY AVAIL	ALL			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Specific Laboratory request	Physician on duty			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><u>PATIENTS WITH LABORATORY REQUEST</u></p> <p>1. Proceed to the laboratory section. Present the request to the Medical Technologist</p>	<p>- Review the laboratory request. Instruct the patient depending on what laboratory examination is needed.</p>	<p>None</p> <p>None</p>	<p>5 min.</p>	<p>Registered Medical Technologist</p>
<p><u>NON-PHILHEALTH MEMBERS</u></p> <p>1. Pay the required fees at the Municipal Treasurer's Office. Make sure to secure the official receipt that will be issued upon payment.</p>	<p>- Perform laboratory procedures for PhilHealth members with MDR.</p>	<p>Urinalysis- 50.00</p> <p>Fecalalysis- 50.00</p>	<p>5-10 min.</p> <p>5 min.</p>	<p>Registered Medical Technologist</p>
<p>2. Return to laboratory and present the official receipt.</p>	<p>- Issue order of payment to nonPhilhealth members.</p>		<p>Urinalysis – 20 min.</p> <p>Sputum exam – 5 min.</p> <p>RPR (syphilis) – 1 hr.</p> <p>Hepa B – 6 hrs.</p> <p>Pregnancy test – 5 min.</p>	<p>Registered Medical Technologist</p>
<p>3. Claim the result. Return to the requesting physician and present the laboratory result.</p>	<p>- Performs the laboratory requested.</p> <p>- Instruct clients (PhilHealth and non-Philhealth members) to wait for the result.</p> <p>- Release the result. Advice</p>		<p>Fecalalysis – 1520 min.</p> <p>HIV-AIDS voluntary – 6 hrs.</p> <p>Gram Stain – 6 hrs.</p> <p>Wet Mount – 30 min.</p>	<p>Municipal Health Officer/Rural Health Physician</p>

	the patient to go back			
	to the referring physician. Laboratory result are evaluated and treatment given if necessary.		Blood Typing – 5 min.	

7. SECURING OF MEDICAL CERTIFICATES

The Municipal Health Office provides laboratory services to all residents of the municipality.

OFFICE / DIVISION	MUNICIPAL HEALTH OFFICE				
	CLASSIFICATION	SIMPLE			
		TYPES OF TRANSACTION	G2C		
			WHO MAY AVAIL		
ALL RESIDENTS WITHIN THE MUNICIPALITY					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
FOR EMPLOYMENT FOR SCHOOL ENROLLMENT 1. CBC 1. Depends on the school requirements 2. Chest x-ray 3. Urinalysis 4. Drug test			Private Laboratories / MHO Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Go to the person in charge of releasing medical certificates at the Municipal Health Office. Secure a laboratory request.	- Give a laboratory request for employment/school requirements.	None	2 min.	Staff in Charge (JAO) MHO	
2. Present the result to the staff in charge	Refer the client to the Municipal Health Officer or Physician on Duty client assessed and laboratory results are verified. *For employment only)	None	5 min.	Municipal Health Officer/Rural Health Physician	
For Students: Wait for the issuance of medical certificate			2 min.	Cashier MTO	

<p>3. Pay the required fees at the Municipal Treasurer's Office. Make sure to secure official receipt and the medical certificate form that will be issued upon payment.</p>	<p>Issue the order of payment if all laboratory results are within the normal range *For abnormal laboratory findings, further treatment and management is done. Medical certificate will be released upon completion of treatment. *For students: Medical certificate is signed & issued.</p> <p>- The Treasurer's office collects the payments and release official receipt and medical certificate form.</p>	<p>100.00 (for employment only)</p> <p>None</p>	<p>5 min.</p> <p>5 min</p>	<p>Staff in Charge (JAO) Municipal Health Officer/ Rural Health Physician</p>
<p>4. Return to the Municipal Health Office and present the receipt. Accomplish the medical certificate form. Wait for the issuance of medical certificate.</p>	<p>- Check if the medical certificate form is properly filled up, official receipt is verified.</p> <p>- Issue the medical certificate upon approval.</p>			

8. ENVIRONMENTAL SANITATION ISSUANCE OF SANITATION PERMIT & HEALTH CERTIFICATE

All business establishment operating within the Municipality of Daraga are required to secure a Sanitary Permit to Operate.

OFFICE / DIVISION	MUNICIPAL HEALTH OFFICE
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CLASSIFICATION	SIMPLE			
TYPES OF TRANSACTION	G2C			
WHO MAY AVAIL	ALL BUSINESS ESTABLISHMENT WITHIN THE MUNICIPALITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate – owners and helpers Sputum exam - helpers Rectal swab - helpers Picture 1X1 (colored) – 2 for owners, 1 for each helper		Municipal Treasurer’s office MHO - Laboratory DOH - Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Sanitary Inspector for initial assessment and verification.	<ul style="list-style-type: none"> - Check the required documents for completeness. - Schedule date for inspection. - Record pertinent data at the designated logbook. - Issue sanitary permit to operate and Health Certificate to the client with complete requirements. 		10 min.	Rural Sanitary Inspector

9. ENVIRONMENTAL SANITATION ISSUANCE OF SANITATION PERMIT & HEALTH CERTIFICATE

In accordance to the implementing rules and regulations of Chapter III of the Code of Sanitation of the Philippines, (PD 856) all individuals involved in Food Preparations and Handling are required to secure a health certificate.

OFFICE / DIVISION	MUNICIPAL HEALTH OFFICE
CLASSIFICATION	SIMPLE
TYPES OF TRANSACTION	G2C
WHO MAY AVAIL	ALL FOOD HANDLERS WITHIN THE MUNICIPALITY

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt (for health card) 2. 1X1 colored ID picture 3. Latest Residence Certificate 4. Rectal swab 5. Sputum exam 6. Fully accomplished health certificate		- Municipal Treasurer's Office - Municipal Treasurer's Office - Department of Health - Municipal Health Office Laboratory / Private Laboratories - Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements and the fully accomplished health certificate to the Rural Sanitation Inspector on duty.	- Check and review requirements <u>Clients with abnormal findings:</u> Referred to the Rural Health Physician/MHO for treatment and management. <u>Clients with normal laboratory results</u> Pertinent data recorded in the designated logbook.	Health card – 75.00 Rectal swab – 100.00 (DOH-Lab)	5 minutes	RSI on duty Staff in charge
2. May go home	- Issue the health certificate			RSI on duty Staff in charge