



Municipal Health Office External Services



1. Consultation & Referral

General Consultations & Referrals & Treatments

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. General Consultation:				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Triage	Filling of Health Declaration	None	5 minutes	Laurence Galero RN Job Order Nurse
Request for consultation/treatment	<ol style="list-style-type: none"> Record Section Staff - issue family record for new patient. Provides family record for old patient 	None	5 minutes	Laurence Galero RN <i>Barangay Health Aide & Staff</i>
Proceed to the Admitting Section for registration for consultation	Assessment of Vital signs and Medical history Examination <ol style="list-style-type: none"> Common Illnesses – Prescription of medicines and medical advice 	None	10 minutes	Laurence Galero RN <i>Job Order Nurse and Staff</i>
	<ol style="list-style-type: none"> Complicated Cases – Give emergency management and refer to the next higher facility If the patient needs laboratory examination – refer to the Laboratory Section 	None	15 minutes	Benjamin V. Torres, MD <i>Municipal Health Officer</i>
For patient requires a Laboratory Examination proceed to the Laboratory Section	Advise proper collection of specimen	None	5 minutes	Amabel A. Bardon <i>Medical Technologist II</i>
Submit Specimen	<ol style="list-style-type: none"> Perform laboratory procedure/examination 		30 minutes	Amabel A. Bardon <i>Medical Technologist II</i>



	2. Issues laboratory result			
Refer laboratory result to the Doctor	Prescription of medicines and give medical advice		5 minutes	Benjamin V. Torres, MD <i>Municipal Health Officer</i>
Requisition of prescribed medicine at the Pharmacy	Provide available medicine		5 minutes	Desiree Baytan <i>Pharmacy Aide</i> Melca V. Jimenez <i>Barangay Health Aide</i>
Total			1 hour & 20 minutes	

2. AVAILMENT OF TB-DOTS PROGRAM

A. Direct Sputum Smear Microscopy (Cough with 2 weeks or more)

Office or Division:	Laboratory Section			
Classification:	Simple			
Type of Transaction:	Government to citizens			
Who may avail:	General public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Direct Sputum Smear Microscopy (Cough with 2 weeks or more)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for consultation	1. Assess patient 2. Refer for Sputum Microscopy	None	20 minutes	Mario P. Asis RN <i>NTP Nurse Coordinator</i>
Patient submit for sputum examination	1. Give instruction on proper sputum collection (on the spot collection) 2. Submit sputum specimen to Ms. Amabel A. Bardon 3. Advice patient on proper collection 4. Perform first sputum examination	None	55 minutes	Amabel A. Bardon RMT <i>Medical Technologist II</i>
Patients return for the next day with an early morning sputum collection as for second sputum examination	Perform second sputum examination	None	45 minutes	Amabel A. Bardon RMT <i>Medical Technologist II</i>
Patients received sputum examination result	Issued sputum examination result	None	5 minutes	Amabel A. Bardon RMT <i>Medical Technologist II</i>



Patients sputum result negative	1. Refer to the Doctor for management	None	5 minutes	Mario P. Asis <i>NTP Nurse Coordinator</i> Benjamin V. Torres, MD <i>Municipal Health Officer</i>
	Option 1.- prescribed medicines for management Option 2. – give referral slip for chest x-ray		15 minutes	
Total			2 hours & 5minutes	

A. TREATMENT

Office or Division:	TB DOTS Section			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	General public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sputum Examination Result Gen EX Positive				
2. X-ray Result Positive				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Positive Sputum Examination	1. Conduct health teaching 2. Start TB treatment 3. Issuance of I.D	None	45 minutes	Mario P. Asis <i>NTP Nurse Coordinator</i>
Negative Sputum 2 times Positive X-ray result	1. Conduct health teaching 2. Start TB treatment 3. Issuance of I.D	None	45 minutes	Mario P. Asis <i>NTP Nurse Coordinator</i>
Monthly follow up of NTP medicine up to 6 months	1. Re assess the progress of treatment 2. Issuance of NTP medicines	None	25 minutes	Benjamin V. Torres, MD <i>Municipal Health Officer</i> Mario P. Asis <i>NTP Nurse Coordinator</i>
Regular follow up of sputum examination on the 2 nd , 5 th and 6 th month of treatment	1. Proper instruction on Sputum collection	None	45 minutes	Amabel A. Bardon <i>Medical Technologist II</i>



	2. Perform Sputum Examination			
	3. Issuance of result			
	Total		<i>2 hours & 5minutes</i>	