



G. OFFICE OF THE MUNICIPAL HEALTH OFFICER

1. CONSULTATION				
Consultation is done at the health center for individuals needing medical management and treatment as out-patient basis. Emergency cases are immediately referred to hospital.				
Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Philhealth ID			PHIC or c/o MHO	
Data Information Sheet			MHO Admitting Area	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Provide logbook for patient to log in		2 minutes	Triage officer on duty
2. Proceed to Triage Area for a brief gathering of information	2.1. Obtain brief history of patient's complaint 2.2. Sort patient with respiratory symptoms from those without 2.3. Instruct patient to proceed at admitting area		3 minutes	Triage officer on duty
3. Fill up data information sheet at the admitting area and have vital signs and anthropometrics taken	3.1. Provide information data sheet 3.2. Obtain Vital Signs (Blood Pressure, Heart Rate, Respiratory Rate, Temperature) 3.3. Measure Anthropometrics (Height, Weight, BMI, Head Circumference) 3.4. Encode data on Electronic Medical Record 3.5. Instruct patient to wait for his/her		5 minutes	Nurse/Midwife on duty



	name to be called			
4. Submit self for a consultation at physician's consultation room	4.1. Patient consultation		15 minutes	Dr. Sheryl Marie C. Gestoso/ Dr. Jundy Ray A. Subosa
5. Medical prescription and laboratory request	5.1. Issuance of medical prescription and laboratory request 5.2 Instruct patient to proceed to laboratory room if with request		3 minutes	Dr. Sheryl Marie C. Gestoso/ Dr. Jundy Ray A. Subosa
6. Laboratory Examination	6. 1. Laboratory Testing and refer result to the doctor		5 minutes	Noe Castillon, RMT
7. Receive available prescribed Medicines and final instructions	7.1 Provide medicines and give instructions		2 minutes	Personnel-in-charge of pharmacy
	TOTAL		35 minutes	
END OF TRANSACTION				

2. PRENATAL CHECK UP				
Prenatal examination is done to registered pregnant women in the municipality to ensure the health and safety of the mother and he baby.				
Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Pregnant Women			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Individual Treatment Record (ITR)			MHO	
Mother and Child Booklet (MCB)			MHO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Provide logbook for patient to log in		2 minutes	Triage officer on duty
2. Proceed to Triage Area for a brief gathering of information	2.1. Obtain brief history of patient's complaint 2.2. Sort patient with respiratory symptoms from those without		3 minutes	Triage officer on duty



	2.3. Instruct patient to proceed to birthing clinic			
3. Fill up data information sheet at the information desk and have vital signs and anthropometrics taken	3.1. Provide information data sheet 3.2. Retrieves Family Record 3.3. Fill up the ITR form 3.4. Obtain Vital Signs (Blood Pressure, Heart Rate, Respiratory Rate, Temperature) 3.3. Measure Anthropometrics (Height, Weight, BMI, Fundic height, Fetal Heart Beat) 3.4. Encode data on Electronic Medical Record 3.5. Instruct patient to wait for his/her name to be called		10 minutes	Midwife on duty
4. Submit self for a prenatal examination inside prenatal room	4.1. Examine pregnant woman; if at risk, advise client to see the MHO/rural health physician		10 minutes	Midwife on duty
5. If referred to the physician, go to the consultation room	5.1. Patient consultation		10 minutes	Dr. Sheryl Marie C. Gestoso/ Dr. Jundy Ray A. Subosa
6. Receive medical prescription and laboratory request	6.1. Issuance of medical prescription and laboratory request 6.2 Instruct patient to proceed to laboratory room if with request		3 minutes	Dr. Sheryl Marie C. Gestoso/ Dr. Jundy Ray A. Subosa
7. Laboratory Examination	7. 1. Laboratory Testing and refer result to the doctor		5 minutes	Noe Castillon, RMT
8. Receive available prescribed medicines and final instructions at prenatal room	8.1 Provide medicines and give instructions 8.2 schedule follow-up check up		2 minutes	Personnel-in-charge of pharmacy/ Midwife on duty
	TOTAL		37 minutes	
END OF TRANSACTION				



3. FAMILY PLANNING				
Family Planning and Counselling is open for all sexually active women of reproductive age and their partners.				
Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Sexually Active Women of Reproductive Age (SWRAs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Individual Treatment Record (ITR)		MHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Provide logbook for patient to log in		2 minutes	Triage officer on duty
2. Proceed to Triage Area for a brief gathering of information	2.1. Obtain brief history of patient's complaint 2.2. Sort patient with respiratory symptoms from those without 2.3. Instruct patient to proceed to birthing clinic counselling room		3 minutes	Triage officer on duty
3. Fill up data information sheet at the information desk and have vital signs and anthropometrics taken	3.1. Provide information data sheet 3.2. Retrieves Family Record 3.3. Fill up the ITR form 3.4. Obtain Vital Signs (Blood Pressure, Heart Rate, Respiratory Rate, Temperature) 3.3. Measure Anthropometrics (Height, Weight, BMI) 3.4. Encode data on Electronic Medical Record 3.5. Instruct patient to wait for his/her name to be called		5 minutes	Nurse/Midwife on duty



4. Submit self for Family Planning and Counselling	4.1. Family Planning Counselling (New Acceptors) 4.2. Requests Pregnancy Test if needed		15 minutes	Midwife on duty
5. Send urine specimen to the Laboratory for pregnancy examination	5. 1. Refer result to midwife on duty		2 minutes	Noe Castillon, RMT
6. Proceeds to Midwife for Family Planning supply, final instructions and schedule of follow up	6.1 Provide medicines and give instructions 6.2 Schedule follow-up check up		5 minutes	Personnel-in-charge of pharmacy/ Midwife on duty
TOTAL			32 minutes	
END OF TRANSACTION				

4. IMMUNIZATION				
Primary doses of immunization based on the Expanded Program of Immunization are freely given to infants ages 0-15 months old to protect themselves from the most common diseases affecting the said age group.				
Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	0-15 months old			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Individual Treatment Record (ITR)			MHO	
Early Childhood Care and Development (ECCD) Card			MHO	
Mother and Child Booklet (MCB)			MHO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Provide logbook for patient to log in		2 minutes	Triage officer on duty
2. Proceed to Triage Area for a brief gathering of information	2.1. Obtain brief history of patient's complaint 2.2. Sort patient with respiratory symptoms from those without		3 minutes	Triage officer on duty



	2.3. Instruct patient's watcher to proceed to immunization area			
3. Parent/guardian to fill up data information sheet at the information desk and have patient's vital signs and anthropometrics taken	<p>3.1. Provide information data sheet</p> <p>3.2. Retrieves Family Record</p> <p>3.3. Fill up the ITR form</p> <p>3.4. Obtain Vital Signs (Blood Pressure, Heart Rate, Respiratory Rate, Temperature)</p> <p>3.3. Measure Anthropometrics (Length, Weight, BMI, Head Circumference)</p> <p>3.4. Encode data on Electronic Medical Record</p> <p>3.5. Instruct mother to wait for the child's name to be called</p>		10 minutes	Midwife on duty
4. Mother to submit self for health teaching	4.1. Conduct health teaching and advocacy		10 minutes	Midwife on duty
5. Assist patient for immunization	<p>5. 1. Administer appropriate vaccines</p> <p>5.2. Schedule next visit</p>		3minutes	Midwife on duty
6. Get ECCD Card/MCB, instructions, and schedule of follow up	8.1. Records and gives ECCD card/MCB to mother		2 minutes	Personnel-in-charge/ Midwife on duty
	TOTAL		25 minutes	