

## **MUNICIPAL HEALTH OFFICE**

### **Availing of Out Patient Consultation at Pilar Municipal Health Office**

#### **ABOUT THE SERVICE:**

The purpose of this service is to diagnose, provide appropriate medical services and prescribe medications.

#### **REQUIREMENTS:**

1. Patient's Individual Treatment Record (ITR)

FEES:           None

#### **HOW TO AVAIL OF THIS SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Admit client for OPD</b>  Midwife/BHW on duty asks client reason for consultation and writes client data on patient's record.	2 minutes	LILIAN D. JAVIER Rural Health Midwife II  LOLITA O. ACOSTA Barangay Health Worker
<b>2. Assessment of Patient</b>  Midwife/BHW on duty takes medical history of patient. Gets vital signs and records in the individual treatment record form (ITR). She then refers the patient to the MHO.	5 minutes	LILIAN D. JAVIER Rural Health Midwife II  LOLITA O. ACOSTA Barangay Health Worker
<b>3. Examination of Patient</b>  a. Examines patient b. Prescribes appropriate medicines and gives medical advice. c. Refers patient to medical technologist on duty if laboratory examination is needed. d. Refers patient to assigned personnel for issuance of medicine.	15 minutes	Dr. CHERRIELYNE E. NAGUIT MHO

### **Availing of Immunization Services**

#### **ABOUT THE SERVICE:**

The purpose of this service is to immunize children 0-11 months old to prevent vaccine preventable diseases and pregnant mothers to prevent Neonatal Tetanus.

This service is provided free-of-charge.

**REQUIREMENTS:**

1. Child's Record
2. Maternal Record

**HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Inquiry</b>  Midwife on duty asks data of the child or pregnant mother to be immunized. She looks at the past immunizations given to the child or pregnant mother.	3 minutes	LILIAN D. JAVIER Rural Health Midwife II  MARICEL T. AQUINO EPI Coordinator
<b>2. Immunization</b>  Midwife on duty gives immunization as requested.	5 minutes	
<b>3. Post immunization Instructions</b>  Midwife gives mother or pregnant mother post immunization instruction and informs her about the schedule for the next round of immunization.	5 minutes	

**Availing of Maternal Care Services**

**ABOUT THE SERVICE:**

The Municipal Health Office provides a comprehensive maternal care program for pregnant and lactating mothers.

**REQUIREMENTS:**

1. Home Based Maternity Record (HBMR)

**FEES:**

Laboratory Fee

Urinalysis

P50.00

Hemoglobin	50.00
Fecalysis	50.00
CBC	100.00
FBS	50.00

Deliveries	
Facility Fee	P1,000.00

#### HOW TO AVAIL OF THE SERVICE (PRENATAL):

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Registration</b>  The midwife accomplishes the Home Based Maternity Record (HBMR) card of the mother.	5 minutes	LILIAN D. JAVIER Rural Health Midwife II
<b>2. Prenatal Examination Health Education</b>  Midwife on Duty: a. Examines client and informs the mother of her findings b. Gives mother health instruction on proper nutrition and maternity care c. Emphasize the importance of reporting to the Main Health Center once she feels the occurrence of pregnancy danger signs d. Gives mother maternity care services.	10 minutes	
<b>3. Request Laboratory Examination</b>  Request for mother's hemoglobin, urinalysis and fecalysis.	2 minutes	LILIAN D. JAVIER Rural Health Midwife II
<b>4. Payment of Fees</b>  Pay laboratory fees.	2 minutes	Any MTO collector at Window 4  (Business One-Stop Shop)
<b>5. Laboratory Analysis</b>  Medical Technologist will analyze the tests.	15-30 minutes	MARCIANA I. MENDIOLA

Upon presentation of Official Receipt, issue laboratory results to patient.	2 minutes	Medical Technologist II
<b>6. Medical Examination</b>  Examines patient, prescribes appropriate medicines, and gives medical advice.	10 minutes	Dr. CHERRIELYNE E. NAGUIT MHO
<b>7. For Normal Deliveries (Applicable for clients admitted at the birthing facility)</b> A fee of P 1,000 shall be collected by the Municipal Treasurer during Mondays-Fridays. For deliveries on weekends, the delivery fee shall be collected by the MHO after issuance of temporary receipt. The fee then shall be endorsed the following Monday to the Municipal Treasurer. (Indigent patients are exempted from payment of laboratory fees & delivery fees upon the approval of the Municipal Mayor		LILIAN D. JAVIER Rural Health Midwife II

### **Availing of Family Planning Services**

#### **ABOUT THE SERVICE:**

The Municipal Health Office manages a family planning program.

#### **PROGRAM COVERAGE:**

- Basic Family Planning Education
- Provision of Family Planning Commodities
- Information on Family Planning Methods
- Health Education(especially regarding examinations/tests needed by the clients relative to the family planning method of choice, and management of problems resulting from the method used)

#### **REQUIREMENTS:**

- Individual Treatment Record (ITR) - to be secured from the Rural Health Midwife assigned in the barangay before going to the Municipal Health Office

**FEE:** None

## HOW TO AVAIL OF THE SERVICE:

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Evaluation of Customer</b>  Person in charge evaluates the customer through medical and obstetrical-gynecological history taking to determine if the methods are not contra indicated.	10 minutes	CORAZON H. APOLINARIO Public Health Nurse II Social Hygiene Coordinator   LILIAN D. JAVIER Rural Health Midwife II
<b>2. Issuance of Supplies</b>  Issue supplies and discusses with client the method for using the contraceptive, including possible side effects.	10 minutes	
<b>3. Register in Target Client List</b>  Register her/his name on the target client list (TCL) for documentation purposes.	2 minutes	

### Availing of Anti-Tuberculosis Program

### ABOUT THE SERVICE:

The Municipal Health Office manages an anti-tuberculosis program. The purpose is to identify and treat patients with tuberculosis (TB). Drugs and medicines are free of charge.

Who may avail of the service:

Any person, 10 years old and above, who displays the following symptoms may have tuberculosis:

- Persistent cough for 2 weeks or more
- Fever
- Progressive weight loss
- Chest or back pains
- Hemoptysis or recurrent blood streak sputum
- Loss of appetite
- Tiredness/night sweating

### Availability of Sputum Examination:

Daily  
Wednesday and Friday

for follow-up sputum of enrolled patients  
for new patients

**REQUIREMENTS:**

1. Individual Treatment Record
2. Sputum Referral
3. X-ray (if result of sputum examination is negative)

**FEES:**           None

**HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Inquiry</b>  Nurse asks client his reason of consult.	5 minutes	ERDEL Y. RAMIREZ Public Health Nurse
<b>2. Receive Instructions</b>  Client receives instruction for proper sputum collection.	3 minutes	ERDEL Y. RAMIREZ Public Health Nurse  LILIAN D. JAVIER Rural Health Midwife II
<b>3. Collection and Submission of Specimen</b>  Midwife collects sputum specimen and submits it to the Medical Technologist for examination.  Advise client as to the time of release of result.  Examine sputum (smearing staining, reading specimen).  Record results of examination in the NTP Laboratory Register.  Submit results to the PHN.  If sputum exam result is negative, the patient will be required to undergo x-ray and	10 minutes       4 hours   5 minutes/result  2 minutes  2 minutes	LILIAN D. JAVIER Rural Health Midwife II      MARCIANA I. MENDIOLA Medical Technologist II    ERDEL Y. RAMIREZ Public Health Nurse  Dr. CHERRIELYNE E.

<p>present the result to the Municipal Health Office afterwards.</p> <p><b>Note:</b> <i>X-ray is not available at MHO and processing time is not counted.</i></p> <p>Upon submission of x-ray result, assess the patient for possible enrollment to the NTP.</p>		<p>NAGUIT MHO</p> <p>Dr. CHERRIELYNE E. NAGUIT MHO</p>
<p><b>4. Enrollment of Patient</b></p> <p>a. The MHO assesses the patient if eligible for enrolment to the National Tuberculosis Program.</p> <p>b. The nurse/TB coordinator:</p> <ul style="list-style-type: none"> <li>registers the patient in the NTP logbook</li> <li>provides an Individual Treatment Card, Patient Identification Card and gives information about TB disease and control and the importance of the Directly Observed Treatment for Short Course Chemotherapy with his/her treatment partner.</li> <li>issues initial TB drug supply to treatment partner and instruct patient where to report for his daily intake of TB drugs and schedule of follow up sputum re-exam.</li> </ul>	<p>30 minutes</p>	<p>Dr. CHERRIELYNE E. NAGUIT MHO</p> <p>ERDEL Y. RAMIREZ Public Health Nurse</p>

## **Securing Health/Medical Certificate**

### ABOUT THE SERVICE:

Firms and government agencies may require health certificates from their employees and applicants.

Schools also require students to secure a medical certificate for whatever purpose (however, medical certificates for school purposes will only be issued if there is no available school physician).

### REQUIREMENTS:

For employment and other purposes:

1. Results Of Blood Test (CBC)
2. Result of Chest X-ray
3. Results of Urinalysis
4. Results of Drug Test
5. Certification Fee

For Students:

1. Certification Fee

### FEES:

Certification Fee     P100.00

### HOW TO AVAIL OF THE SERVICE:

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Go to Municipal Health Office</b>  Personnel instructs client to present her requirements.	2 minutes	LILIAN D. JAVIER Rural Health Midwife II  ACE ANTHONY B. VICEDO Public Health Nurse
<b>2. Register Client</b>  Personnel accomplishes certificate form and refers client to the MHO.	2 minutes	LILIAN D. JAVIER Rural Health Midwife II
<b>3. Conduct physical examination</b>  MHO assesses and examines the client before signing the certificate form.	2 minutes	Dr. CHERRIELYNE E. NAGUIT MHO



<b>4. Payment of Fees</b>  Pay Health/Medical Certificate before issuing the certificate	2 minutes	Any MTO collector at Window 4  (Business One-Stop Shop)
<b>5. Issuance of certificate</b>  Health/medical certificate is issued to the client	2 minutes	LILIAN D. JAVIER Rural Health Midwife II  ACE ANTHONY B. VICEDO Public Health Nurse

### **Securing Sanitary Permit and Health Card**

#### **ABOUT THE SERVICE:**

The Municipal Health Office issues a sanitary permit as a requirement to all business establishments after the actual inspection has been made by the Sanitary Inspector.

Health cards are issued to operators and employees after physical examination and after attending the food handler's class. (In cases of food establishments).

#### **REQUIREMENTS:**

For Sanitary Permit:

- Issuance/Renewal of Sanitary Permit Slip
- Official Receipt (payment of Permit Fee)

For Health Card:

- Certificate of Attendance (Seminar of food handlers)
- Chest X-ray Result
- Stool Exam Result
- Urinalysis Result
- Picture (1x1)
- Community Tax Certificate
- Official Receipt (Payment of Health Card Fee)

#### **FEES:**

Health Card Fee	P50.00
Sanitary Permit Fee for house rent	P200.00
Sanitary Permit Fee for each business, Industrial, or Agricultural establishment - with an area of 25 sq. m. or more but < 50 sq. m.	P150.00

- with an area of 50 sq. m. or more but < 100 sq. m.	P170.00
- with an area of 100 sq. m. or more but < 200 sq. m.	P200.00
- with an area of 200 sq. m. or more but < 500 sq. m.	P220.00
- with an area of 500 sq. m. or more but < 1,000 sq. m.	P250.00
- with an area of 1,000 sq. m. or more	P270.00

**HOW TO AVAIL OF THE SERVICE (HEALTH CARD):**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present all required documents to the person in charge for assessment	1 minute	RICARDO P. BANZON RSI II
2. Assesses completeness of requirements	2 minute	
3. Registers client on the appropriate logbook.	2 minutes	
4. Accomplishes health card.	5 minutes	
5. Forward health card to the MHO for signature.	2 minutes	RICARDO P. BANZON RSI II  Dr. CHERRIELYNE E. NAGUIT MHO
6. Issues health card to the client.	1 minute	RICARDO P. BANZON RSI II

**HOW TO AVAIL OF THE SERVICE (SANITARY PERMIT):**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Approaches the person in charge and request for Issuance/Renewal of Sanitary Permit Slip.  Fill-up Issuance/Renewal of Sanitary Permit Slip.	5 minutes	RICARDO P. BANZON RSI II
2. Submits the slip and Official Receipt to the person in charge for assessment.	1 minute	
3. Assesses completeness of requirements. Advise client of the schedule of inspection and date of release of Sanitary Permit.	3 minutes	

4. Submits accomplished slip to MHO for approval.	2 minutes	RICARDO P. BANZON RSI II  Dr. CHERRIELYNE E. NAGUIT MHO
5. Registers client on the appropriate logbook.	2 minutes	RICARDO P. BANZON RSI II
6. Conducts inspection as scheduled.	1 day	
7. After inspection, prepares Sanitary Permit.	3 minutes	
8. Forward Sanitary Permit to the MHO for signature.	2 minutes	RICARDO P. BANZON RSI II  Dr. CHERRIELYNE E. NAGUIT MHO
9. Issues Sanitary Permit to the client.	1 minute	RICARDO P. BANZON RSI II