

SERVICES: PHARMACY SERVICES

Description of the Service: *The procedure below describes how Pharmacy Department dispenses the medicines and supplies based on the patient's need.*

Office or Divisions:	Pharmacy			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Prescription Senior Citizen card Philhealth Card		Attending Physician City Health Office Other Health Facility		
CLIENT STEPS	AGENCY ACTION	CLIENT STEPS	AGENCY ACTION	CLIENT STEPS
1. Present the prescription written by a medical practitioner.	Conduct screening of correctly prescription written/filled like Name, Address, date, Age, Generic Name of drugs, Instruction and signature of doctors.	None	1-2 minutes	Marie Laurence S. Tamayo, RPh Pharmacist II
2. Go to the cashier and pay the available medicines.	Out-patients prescription, medicines available should be given its corresponding prices.	Medicines	2-4 minutes	Aida I. Turqueza Cashier
3. Proceed to the pharmacy and present the official receipt.	Check the official receipt before	None	1 minute	Marie Laurence S. Tamayo, RPh Pharmacist II

4. Get the available medicine.	dispensing the medicine.		2-4 minutes	Marie Laurence S. Tamayo, RPh Pharmacist II
5. For In-patient, proceed to the billing station.	Give the available and counsel the patient.	None	15 minutes	Consolacion Beyer Billing
Proceed to Philhealth Section and present your Id.	Medicines and supplies used will be computed at the billing station.	None	15 minutes	Jayson Baysac Philhealth
	Receive and process the patient's transaction that are member of Philhealth.	None		
	TOTAL:		40 minutes	