

**SERVICES: NATIONAL LEPROSY CONTROL PROGRAM SCREENING, DIAGNOSIS AND AVAILMENT OF LEPROSY DRUGS**

This service identifies and treats patients with Leprosy based on National Leprosy Control Program policies and procedures.

<b>Office or Divisions:</b>	City Health Office –/ Infectious Diseases Control and Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government Citizens/Client			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
<p>For NEW patient</p> <ul style="list-style-type: none"> <li>• Referral Form</li> <li>• SKIN Slit result</li> </ul> <p>For OLD patient</p> <ul style="list-style-type: none"> <li>• NLCP Identification Card</li> </ul>		<ul style="list-style-type: none"> <li>• Referring Unit/Facility (BHS, RHU, Hospital, Physician)</li> <li>• Laboratory</li> <li>• Referring Physician/Hospital</li> </ul> <ul style="list-style-type: none"> <li>• From patient</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to Infectious Disease and Control Services front desk for registration and screening	Interview patient and register to logbook	None	1 minutes	<b>Yvonne Katreen Acpal</b>  Or <b>Cherry Ann Acio</b>  Or
2. Submit necessary documents	Receive required documents and review completeness	None	1 minute	<b>Precious D. Garcia</b>  <i>Nurse I</i>
3. Submit self for physical examination and assessment	Assess patient and record findings	None	10 minutes	<b>Marivic P. Jimenez</b>  <i>Nurse V</i>
4. Go back to Infectious Disease Control and services for further instructions	Receive records and give	None	2 minutes	<b>Marivic P. Jimenez</b>  <i>Nurse V</i>

If for laboratory exam	instructions to patient	None	2 minutes	<b>Dr. Red G. Cachapero</b> <i>OIC-CHO/DTTB</i>
If for Treatment	Fill up referral form and send patient to laboratory	None		<b>Marivic P. Jimenez</b> <i>Nurse V</i>
	Open treatment card		12 minutes	<b>Marivic P. Jimenez</b> <i>Nurse V</i>
	Get necessary information and vital signs	None		
	Initiate treatment		2 minutes	<b>Marivic P. Jimenez</b> <i>Nurse V</i>
If for referral	Dispense Leprosy drugs			<b>Marivic P. Jimenez</b> <i>Nurse V</i>
	Give health education and counselling			<b>Yvonne Katreen Acpal</b>  Or <b>Cherry Ann Acio</b>  Or <b>Precious D. Garcia</b> <i>Nurse I</i>
	Fill up referral form and give instructions			<b>Marivic P. Jimenez</b> <i>Nurse V</i>
	<b>TOTAL:</b>		30 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>FOR OLD PATIENT/FOLLOW UP PATIENT</b>				
1. Go to Infectious Disease Control and Services front desk and present NLCP Identification Card	Interview client/patient and retrieve records	None	2 minutes	<b>Yvonne Katreen Acpal</b> Or <b>Cherry Ann Acio</b>
2. Physical examination and vital signs will be taken	Record vital signs, assess for adverse drug reactions and further disabilities	None	8 minute	<i>Nurse I</i> <b>Marivic P. Jimenez</b>
3. Receive medicines	Dispense medicines and give health education and counselling	None	5 minutes	<i>Nurse V</i> <b>Marivic P. Jimenez</b> <i>Nurse V</i> <b>Yvonne Katreen Acpal</b> Or <b>Cherry Ann Acio</b> Or <b>Precious D. Garcia</b> <i>Nurse I</i> <b>Marivic P. Jimenez</b> <i>Nurse V</i>
<b>Total</b>			15 minutes	

