

SERVICES: SECURING MEDICAL/DENTAL CERTIFICATES

This provides medical assistance for employment, for student's prior enrolment & other purposes.

Office or Divisions:	City Health Office			
Classification:	Simple			
Type of Transaction:	Government to client			
Who may avail:	Client who needs medical certificate			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<p>For PWD – Records from CSWD For School – Admission Form Check-up Records For Financial Assistance – Records from Brgy and Validation of CSWD Certification of Indigency</p> <p>For Employment: Food: Chest Xray/Sputum Exam Hepa A Fecalysis</p> <p>Non Food: Chest Xray/Sputum Exam Complete Blood Count Hepa B Screening Urinalysis</p>		<p>City Health Office-I Public/Private Hospital Diagnostic Clinic</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in the client logbook at the information desk & get the number to be called.	Give the logbook and number.	None	1 minute	Wilson Alamo <i>Admin Aide III</i> Johnny Peralta Admin Aide I or Guard on Duty
2. Go to the admission area for assessment & recording of vital signs.	Assessment of patient and vital signs taken	None	3 minutes	Cris Terrenal <i>Contractual Nurse</i> City Health Office
3. Go to the environmental sanitation room for assessment of requirements and order of payment	Assessment and verification was done and order of payment was given	None	3 minutes	Jocelyn Angela Alcaraz <i>City Sanitation Inspector-I</i> City Health Office
4. Pay the required fee at the City Treasurer's Office.	Official receipt given by the City Treasurers Office	130 php	10 minutes	Roberto B. Loristo <i>Admin. Aide III</i> City Health Office
5. Go back to the environmental sanitation room and Present official receipt for printing of medical certificate	Printing of medical certificate was done and OR was logged	None	5 minutes	Jocelyn Angela Alcaraz <i>City Sanitation Inspector-I</i> Roberto B. Loristo Admin. Aide III

<p>6. Proceed to doctors room for diagnosis and signing of medical certificate</p>	<p>Medical certificate was signed</p>	<p>None</p>	<p>2 minutes</p>	<p>Dr. Red G. Cachapero <i>OIC-CHO/DTTB</i> City Health Office- I</p>
	<p>TOTAL:</p>		<p>24 minutes</p>	