

14. SECURING MEDICAL/DENTAL CERTIFICATE

Description of the Service: ISSUANCE OF MEDICAL AND DENTAL CERTIFICATE FOR PEOPLE SEEKING EMPLOYMENT AND ENROLLMENT OF STUDENTS AFTER PHYSICAL EXAMINATION AND UPON COMPLETION OF REQUIREMENTS NEEDED.

Office or Divisions:	CITY HEALTH OFFICE-II
Classification:	SIMPLE
Type of Transactions:	GOVERNMENT TO CITIZEN
Who may avail:	CLIENT FROM 56 BARANGAYS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
IF FOR EMPLOYMENT: LABORATORY RESULT (X-RAY, URINALYSIS, FECALYSIS, HEP.B SCREENING)		HOSPITAL		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) SIGN IN TO CLIENT LOGBOOK, GET NUMBER	PATIENT LOGGED IN	NONE	1MIN.	JOAN LAGGAI, RN NURSE INCHARGED
2.) GO TO ADMISSION AREA	PATIENT ADMITTED.	NONE	3MINS.	DIVIE BARCENA, RM MIDWIFE I
3.) GO TO LABORATORY	FOR PAYMENT WITH RECEIPT	P130.00	2MINS.	REVENUE COLLECTOR
4.) GO TO DOCTORS ROOM	THOROUGH ASSESSMENT AND PHYSICAL EXAMINATION DONE	NONE	5MINS.	PELAGIA ABBAGO, MD, MSPH CITY HEALTH OFFICER
5.) GO TO EVS ROOM	MEDICAL/DENTAL CERTIFICATE ENCODED	NONE	3MINS.	JAMILA KATHLYN GALPAO ENCODER
6.) GO BACK TO DOCTORS ROOM	MEDICAL/DENTAL CERTIFICATE ISSUED	130.00		PELAGIA ABBAGO, MD, MSPH CITY HEALTH OFFICER
				DR. CHRISTINE EUNICE BULAN, DMD DENTIST-IV
TOTAL:		P130.00	14MINS.	
(please use additional sheet/s if necessary)				