

1. OUTPATIENT CONSULTATION

Description of the Service: SYSTEMATIC PROCESS IN GIVING HEALTH SERVICES TO SICK PATIENT /REFERRAL OF PATIENT WHO NEEDS FURTHER EVALUATION AND MANAGEMENT.

Office or Divisions:		CITY HEALTH OFFICE-II		
Classification:		SIMPLE		
Type of Transactions:		GOVERNMENT TO CITIZEN		
Who may avail:		CLIENT FROM 56 BARANGAYS		
CHEKCLIST OF REQUIRMENTS		WHERE TO SECURE		
MEMBERSHIP DATA RECORD (MDR)		PHILHEALTH OFFICE LHIO-ILAGAN BRANCH		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) SIGN IN TO CLIENT LOGBOOK AND GET NUMBER, PROCEED TO WAITING AREA.	PATIENT LOGGED IN AND NUMBER GIVEN.	NONE	1 MIN.	JOAN LAGGUI,RN -NURSE INCHARGED
2.) PROCEED TO ADMISSION AREA	PATIENT ADMITTED.	NONE	5 MINS.	DIVIE BARCENA,RM -MIDWIFE I
3.) GO TO DOCTORS ROOM	CONSULTATION AND TREATMENT GIVEN TO PATIENT EFFICIENTLY.	NONE	5 MINS.	PELAGIA ABBAGO,MD CITY HEALTH OFFICER
4.) GO TO DISPENSING AREA	PRESCRIBED MEDICINES DISPENSED WITH PROPER INSTRUCTIONS.	NONE	3 MINS.	DAISY ACOSTA,RM -DISPENSING MIDWIFE
TOTAL:			14 MINS.	