



Internal/External

1. SERVICENAME: OUT-PATIENT CONSULTATION

Description of the Service: This provides medical assistance to any individual who needs medical attention. This aims to diagnose, treat illness & provide appropriate medical assistance

Office or Division:	City Health Office
Classification:	Simple
Type of Transaction:	Government Citizens/Client
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Laboratory result (if any)		City Health Office/Hospital/Diagnostic Clinics		
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, admission form and number.	None	1 minute	Wilson Alamo Admin Aide III or Johnny Peralta Admin Aide I or Guard on duty
2. Proceed to admission where conditions and vital signs taken	Assess, admitted and recorded conditions and vital signs taken	None	2 minutes	Janica P. Catipay Admin Aide I or Admin Assistant/Patie



				nt Assistant on duty
3. Proceed to record section for profiling	Record given to the patients individually	None	2 minutes	Precious Jasmine D. Garcia Nurse I or IT/ Encoder on duty
4. Proceed to the Doctors room for consultation	<ul style="list-style-type: none">• Take history and proper physical examination , request for some laboratory exam if needed• Make the proper disease diagnosis• Administer proper management• Prescribe necessary medication• Advice and discharge patient	Laboratory Fees (if needed) <ul style="list-style-type: none">• Sputum Exam-FREE• Fecalysis-P80.00• CBC-P150.00• Urinalysis-P80.00• *RPR-P250.00• *HBsAg screening test-P200.00• Blood Typing-P100.00• Blood Smear for Malaria-50• Dengue Ns1-600• Expanded Newborn Screening-1750• Blood Chemistry P150 each• Glucose- 120• Triglyceride-150• HDL/LDL-150/150• BUN/BUA-150	15 minutes	Dr. Red G. Cachapero OIC-CHO or Nurse on Duty



		<ul style="list-style-type: none">• SGOT/SGPT- 150/150• Cholesterol- 150• Uric Acid- 150• ALT/SGPT- 150• AST/SGOT- 150• Urine Culture(outside) <p>*Screening test only subject for confirmatory Test</p>		
5. Proceed to pharmacy for medicine and further instruction.	Dispensing medicine and further instruction given by the pharmacist	None	2 minutes	Maria Theresa Amurao Pharmacist City Health Office or Pharmacy Assistant
TOTAL			22 Minutes	



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