

Internal/External

12. SERVICENAME: : NUTRITION SERVICES

Description of the Service: The CHO provides information & counseling on nutrition to mothers of malnourished children, adults, senior citizens and pregnant & lactating as well.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Admission area for initial assessment	Assessing the patient	None	1 minute	Wilson Alamo Admin Aide III Johnny Peralta Admin Aide I or Guard on Duty
2. Proceed to Vital Signs Section	Vital signs recorded	None	3 Minutes	Janica P. Catipay Administrative Aide I
3. Go to Records Section	Get the Record Information of Check-up of the patient	None	5 Minutes	Janica P. Catipay Administrative Aide I
4. Go to the Doctor's Examination Room for final	Assessed patients Health problem; for cases of	None	10 Minutes	Dr. Red G. Cachapero OIC-CHO



assessment and wait for name to be called	malnutrition, refer to Nutrition Office			
5. Proceed to the Nutrition Office	Counselled the patient, Give Food Guide copy, Give Micronutrient Vitamins and Instruct to the patient on how to use it	None	10 Minutes	Sharry M. Ballad Assessment Clerk I
TOTAL			29 minutes	