



Internal/External

15. SERVICENAME: HEALTHY LIFESTYLE DISEASES (Tobacco Cessation)

Description of the Service: To give information, health education and counselling about tobacco smoking/vaping.

Office or Division:	City Health Office/ Tobacco Cessation Clinic			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BOOKLET and ID		BOOKLET and ID		
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 Admin Aide III Johnny Peralta Admin Aide I or Guard on Duty
2. Proceed to the Tobacco Cessation Clinic for the information, counseling & services.	Counselled and services given	None	20 minutes	Karla Grace Pararuan Nurse III
TOTAL			21 minutes	



Internal/External

15-A. SERVICENAME: HEALTHY LIFESTYLE DISEASES

Description of the Service: To Provide free Cancer screening

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For New Patient 1. Individual Treatment Record (ITR) For Old Patient 1.VIA Result 2. Individual Treatment Record (ITR)		1. Hospital, CHO, Physician 2.CHO, NCD Program Coordinator		
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.	Interview Patient/Client and register to logbook	None	1 minute	Wilson Alamo Admin Aide III Johnny Peralta Admin Aide I or Guard on Duty



2. Proceed to the admission & vital signs area	Interview Patient/Client, Vital signs taken and recorded	None	5 minutes	Janica P. Catipay Administrative Aide I
3. Proceed to the program coordinator for VIA or pop smear	Interview Patient, assess using VIA screening form	None	15 minutes	Maidie Villa Nurse I
4. Proceed to the doctor's room for consultation.	Interview Patient/Client, assess and diagnosed Patient	None	5 minutes	Dr. Red G. Cachapero OIC-CHO City Health Office
5. Get your prescribed medicine to Pharmacy	dispense medicine to the client	None	2 minutes	Maria Theresa Amurao Pharmacist City Health Office
TOTAL			28 minutes	