



Internal/External

21. SERVICENAME: SCREENING, DIAGNOSIS AND AVAILMENT OF TB DRUGS

Description of the Service: TB DOTS provides services for screening of presumptive TB, diagnosis, and free TB drugs based on TB DOTS policies and procedures.

Office or Division:	City Health Office –I/ Infectious Diseases Control and Services
Classification:	Simple
Type of Transaction:	Government Citizens/Client
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p style="text-align: center;">For NEW patient</p> <ul style="list-style-type: none"> • NTP Referral Form • Sputum Exam Result (DSSM and GX Result) • Chest Xray Result <p style="text-align: center;">For OLD patient</p> <p style="text-align: center;">NTP Identification Card</p>	<ul style="list-style-type: none"> • Referring Unit/Facility (BHS, RHU, Hospital, Physician) • Laboratory/Gene Xpert site • Referring Physician/Hospital <ul style="list-style-type: none"> • From patient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>FOR NEW PATIENTS</p> <p>1. Go to TB DOTS front desk</p>	Interview client/patient and register to	None	2 minutes	<p>Hilda A. Balot</p> <p>Nurse Attendant I</p>



for registration and screening	Presumptive Masterlist			Or Michael Crisologo Nurse I
2. Submit necessary requirements	Receive the required documents and check for completeness	None	1 Minute	Hilda A. Balot Nurse Attendant I Or Michael Crisologo Nurse I Or Marivic P. Jimenez Supervising Health Program Officer
3. Go to Examination room for Physical Examination and further assessment	Assess patient and record findings	None	5 Minutes	Dr. Red G. Cachapero OIC-CHO
4. Go back to TB DOTS for further instructions	Received records and instruct patient	None	1 minute	Hilda A. Balot Nurse Attendant I Or Michael Crisologo



				<p>Nurse I</p> <p>Or</p> <p>Marivic P. Jimenez</p> <p>Supervising Health Program Officer</p>
<p>If for Sputum Exam</p> <ul style="list-style-type: none"> • DSSM • Gene Xpert 	<p>Accomplish Laboratory Request form and send patient to laboratory</p>	<p>None</p>	<p>1 Minute</p>	<p>Hilda A. Balot</p> <p>Nurse Attendant I</p> <p>Or</p> <p>Michael Crisolago</p> <p>Nurse I</p>
<p>If sputum exam result is Negative and No Clinical manifestation of TB</p>	<p>Give symptomatic management, record findings in the Individual Treatment Record and send patient to pharmacy for dispensing of medicines</p>	<p>None</p>	<p>1 Minute</p>	<p>Red G. Cachapero</p> <p>OIC-CHO</p> <p>Or</p> <p>Michael Crisolago</p> <p>Nurse I</p> <p>Or</p> <p>Marivic P. Jimenez</p> <p>Supervising Health Program Officer</p>
<p>If sputum exam result is Positive</p>	<p>Open Treatment Card</p> <p>get necessary information</p>	<p>None</p>	<p>2 Minutes</p> <p>10 minutes</p>	<p>Red G. Cachapero</p> <p>OIC-CHO</p> <p>Or</p>



	and vital signs, physical assessment, initiate treatment, dispense TB drugs and give health education and counselling			Michael Crisologo Nurse I Or Marivic P. Jimenez Supervising Health Program Officer
If for referral	Fill up referral form (NTP Form 7) and give instructions		5 minutes	Hilda A. Balot Nurse Attendant I Or Michael Crisologo Nurse I Or Marivic P. Jimenez Supervising Health Program Officer Dr. Red G. Cachapero OIC-CHO
TOTAL			27 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>FOR OLD PATIENT/FOLLOW UP PATIENT</p> <p>1. Go to TB DOTS front desk for registration</p>	Interview client/patient and retrieve records	None	2 minutes	<p>Hilda A. Balot</p> <p>Nurse Attendant I</p> <p>Or</p> <p>Michael Crisologo</p> <p>Nurse I</p> <p>Or</p> <p>Marivic P. Jimenez</p> <p>Supervising Health Program Officer</p>
2. Present NTP Identification Card	Receive document and retrieve record	None	1 Minute	<p>Hilda A. Balot</p> <p>Nurse Attendant I</p>
3. If for Sputum Exam follow up: Get referral from TB DOTS front desk	fill up NTP Laboratory Request form and send patient to laboratory	None	1 Minute	<p>Hilda A. Balot</p> <p>Nurse Attendant I</p> <p>Or</p> <p>Michael Crisologo</p> <p>Nurse I</p>
4. If for collection of medicine: Vital signs will be taken	Record vital signs in the NTP treatment card, assess for adverse drug reactions, dispense	None	1 Minute	<p>Hilda A. Balot</p> <p>Nurse Attendant I</p> <p>Or</p>



	medicines and give further instructions			Michael Crisologo Nurse I
		TOTAL		10 minutes