



Internal/External

22. SERVICENAME: NATIONAL LEPROSY CONTROL PROGRAM SCREENING, DIAGNOSIS AND AVAILMENT OF LEPROSY DRUGS

Description of the Service: This service identifies and treats patients with Leprosy based on National Leprosy Control Program 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
<ul style="list-style-type: none"> For NEW patient <ul style="list-style-type: none"> • Referral Form • SKIN Slit result For OLD patient <ul style="list-style-type: none"> • NLCP Identification Card 	<ul style="list-style-type: none"> • Referring Unit/Facility (BHS, RHU, Hospital, Physician) • Laboratory • Referring Physician/Hospital • From patient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Infectious Disease and Control Services front desk for registration and screening	Interview patient and register to logbook	None	1 minute	Hilda A. Balot Nurse Attendant I Or Michael Crisologo Nurse I Or



				Marivic P. Jimenez Supervising Health Program Officer
2. Submit necessary documents	Receive required documents and review completeness	None	1 minute	Hilda A. Balot Nurse Attendant I Or Michael Crisologo Nurse I Or Marivic P. Jimenez Supervising Health Program Officer
3. Submit self for physical examination and assessment	Assess patient and record findings	None	10 minutes	Dr. Red G. Cachapero OIC-CHO Or Marivic P. Jimenez Supervising Health Program Officer
4. Go back to Infectious Disease Control and services for further instructions	Receive records and give instructions to patient	None	2 minutes	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>
5. If for laboratory exam	Fill up referral form and send patient to laboratory	None	2 minutes	<p>Hilda A. Balot</p> <p>Nurse Attendant I</p> <p>Or</p> <p>Michael Crisolago</p> <p>Nurse I</p>
6. If for Treatment	<p>Open treatment card</p> <p>Get necessary information and vital signs, physical assessment and</p> <p>Initiate treatment</p> <p>Dispense Leprosy drugs</p>	None	12 minutes	<p>Dr. 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>
7. If for referral	Give health education and counselling	None	2 minutes	<p>Hilda A. Balot</p> <p>Nurse Attendant I</p> <p>Or</p>



	Fill up referral form and give instructions			Michael Crisologo Nurse I Or Marivic P. Jimenez Supervising Health Program Officer
TOTAL			30 minutes	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR OLD PATIENT/FOLLOW UP PATIENT				
1. Go to Infectious Disease Control and Services front desk and present NLCP Identification Card	Interview client/patient and retrieve records	None	2 minutes	Hilda A. Balot Nurse Attendant I Or Michael Crisologo Nurse I Or Marivic P. Jimenez Supervising Health Program Officer
2. Physical examination and vital signs will be taken	Record vital signs, assess for adverse drug reactions and further disabilities	None	8 minutes	Dr. Red G. Cachapero OIC-CHO Or



				Marivic P. Jimenez Supervising Health Program Officer
3. Receive medicines	Dispense medicines and give health education and counselling	None	5 minutes	Hilda A. Balot Nurse Attendant I Or Michael Crisologo Nurse I Or Marivic P. Jimenez Supervising Health Program Officer
TOTAL			15 minutes	