



3. Internal/External

SERVICENAME: SECURING MEDICAL/DENTAL CERTIFICATES

Description of the Service: This provides medical assistance for employment, for student’s prior enrolment & other purposes.

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| Office or Division: | City Health Office |
| Classification: | Simple |
| Type of Transaction: | Government to client |
| Who may avail: | Client who needs medical certificate |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|---|------------------------------|--|------------------------|--|
| <p>For PWD – Records from CSWD For School – Admission Form Check-up Records For Financial Assistance – Records from Brgy. and Validation of CSWD Certification of Indigency</p> <p>For Employment: Food: Chest Xray/Sputum Exam Hepa A Fecalalysis</p> <p>Non Food: Chest Xray/Sputum Exam Complete Blood Count Hepa B Screening Urinalysis</p> | | City Health Office-I Public/Private Hospital Diagnostic Clinic | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the client logbook at the information desk & get the | Give the logbook and number. | None | 1 minute | Wilson Alamo Admin Aide III Johnny Peralta Admin Aide I |



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|--|--|------|------------|---|
| number to be called. | | | | or Guard on Duty |
| 2. Go to the admission area for assessment & recording of vital signs. | Assessment of patient and vital signs taken | None | 3 minutes | Cris Terrenal Nurse I City Health Office |
| 3. Go to the environmental sanitation room for assessment of requirements and order of payment | Assessment and verification were done and order of payment was given | None | 3 minutes | Jocelyn Angela Alcaraz Sanitary Inspector-I |
| 4. Pay the required fee at the City Treasurer's Office. | Official receipt given by the City Treasurers Office | None | 10 minutes | Josephine Cadeleña Admin Aide I City Treasure's Office |
| 5. Go back to the environmental sanitation room and Present official receipt for printing of medical certificate | Printing of medical certificate was done and OR was logged | None | 5 minutes | Jocelyn Angela Alcaraz Sanitary Inspector-I |
| 6. Proceed to doctor's room for diagnosis and signing of medical certificate | Medical certificate was signed | None | 2 minutes | Dr. Red G. Cachapero OIC-CHO |
| | TOTAL | | 24 minutes | |