



Internal/External

6. SERVICENAME: BIRTHING CENTER

Description of the Service: Providing safe mother & child delivery

Office or Division:	City Health Office
Classification:	Simple and Highly Technical
Type of Transaction:	Government Citizens/Client
Who may avail:	PREGNANT MOTHER

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MDR PROOF OF PREMIUM CONTRIBUTIONS New Born Screening and Hearing Test		PHILHEALTH OFFICE City Health Office/Private Hospital/Clinics		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Antenatal Care 1. Sign in the client logbook at the information desk & get the number to be called.	Give the logbook and number.	None	1 minute	Marites c. Aragon Admin Aide I City Health Office
2. Proceed to the admission & vital signs area	Check History and Vital Signs Recorded *Check for Available laboratory (CBC w/ PC, UA, Hepa B Screening &	None	20 minutes	Marites c. Aragon Admin Aide I City Health Office



	RPR Screening) *If No Laboratory Avail – Patient are subject for CBC w/ PC, UA, Hepa B Screening & RPR Screening				
3. Proceed to Internal Examination Room	4. Perform IE and record data and 5. Transfer patient to Delivery Room for NSD 6. Transfer patient to Room of Choice	None	1 hour	Dr. Red G. Cachapero OIC-CHO City Health Office	
7. Secure payment-slip for non-PhilHealth member and fill up PhilHealth papers before discharge	Issuance of payment slip for non-PhilHealth members Process papers of PhilHealth members	None	10 minutes	Nikola Madonna L. Cabrera Nurse V City Health Office	



8. Secure discharge papers	Instruct discharge information and follow up visits	None	10 minutes	Nikola Madonna L. Cabrera Nurse V City Health Office
TOTAL			1 hour & 41 minutes	
New Born Screening 1. Sign in the client logbook at the information	Give the logbook to Mother/Father	None	1 minute	Marites c. Aragon Admin Aide I City Health Office
2. Proceed to the admission & vital signs area	Vital Signs Recorded And Laboratory request for New born Screening	None	2 minutes	Marites c. Aragon Admin Aide I City Health Office
3. Proceed to Payment	Give Official Receipt	New Born Screening P1750 *Hearing Test P600 (outside)	10 minutes	Josephine Cadeliña City Treasure's Office
4. Proceed to Examination Room	New Born Screening Test Done *Instructed Mother/Father to comeback after 1 month for the result of New Born Screening coming from the National (Manila)		3 minutes	Nikola Madonna L. Cabrera Nurse V City Health Office Dr. Red G. Cachapero OIC-CHO City Health Office



TOTAL		16 minutes	
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