



Internal/External

12. SERVICENAME: NUTRITION SERVICES

Description of the Service: The CHO provides information & counseling on nutrition to mothers of malnourished children, adults, senior citizen and pregnant & lactating as well.

Office or Division:	City Health Office
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Admission area for initial assessment	Assessing the patient	None	1 minute	CHO staff on duty at Admission area
2. Proceed to Vital Signs Section	Vital signs recorded	None	3 minutes	CHO staff on duty at Admission area
3. Go to Records Section	Get the Record Information of Check-up of the patient	None	5 minutes	CHO staff on duty at Admission area
4. Go to the Doctor's Examination Room for final assessment and	Assessed patients Health problem; for	None	10 minutes	Joan Paula Pagalilauan, MD City Health Officer



wait for name to be called	cases of malnutrition			
5. Proceed to the Nutrition Coordinator	Counselled the patient, Give food Guide copy, Give Micronutrient Vitamins and Instruct to the patient on how to use it	None	10 minutes	Sarah Jane P. Noriega, RN Nutrition Coordinator
TOTAL:			29 minutes	