



**Internal/External**

**23.SERVICENAME: AVAILMENT OF MEDICAL CERTIFICATE**

**Description of the Service:** This provides availing of medical certificate for employment, for student’s prior enrolment & other purposes

<b>Office or Division:</b>	City Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government Citizens/Client
<b>Who may avail:</b>	Client who needs medical certificate

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
For PWD – Records form CSWD For School – Admission Form Check-up Records For Financial Assistance – Records from Brgy. And Validation of CSWD Certificate of Indigency  For Employment: Food: Chest Xray/ Sputum Exam Hepa A Fecalysis Non-Food: Chest Xray/Sputum Complete Blood Count Hepa B Screening Urinalysis	City Health Office – II Public/Private Hospital Diagnostic Clinic

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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1. Sign in the client logbook at the information desk & get the number to be called	Interview Patient/ Client and register to logbook	None	1 minute	<b>PNP on Duty</b>
2. Go to the admission area for assessment & recording of vital signs.	Assessment of patient and vital signs taken	None	15 minutes	<b>CHO staff on duty at Admission area</b>
3. Pay the required fee at the City Treasure's office	Official receipt given by the City Treasurers Office	None	2 minutes	<b>DANILO DOMINGO</b> CTO REP
4. Proceed to doctors' room for signing of medical certificate	Medical certificate signed	None	2 minutes	<b>Joan Paula M. Pagalilauan, MD</b> City Health Officer
<b>TOTAL:</b>			20 minutes	