



**Internal/External**

**25.SERVICENAME: HEALTHY LIFE STYLE DISEASES**

**Description of the Service:** To provide Information and education on health lifestyle likewise prevention of lifestyle related diseases.

<b>Office or Division:</b>	City Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizens/client
<b>Who may avail:</b>	ALL

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
For New Patient 1. Prescription Pad 2. Hypertension and Diabetes Booklet and ID 3. Individual Treatment Record (ITR)  For Old Patient 1. Hypertension AND Diabetes Booklet and ID	For New Patient 1. Hospital, CHO, Physician 2. CHO, NCD Program Coordinator  For Old Patient 1. From Patient

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>CHO staff on duty at Admission area</b>
2. Proceed to the admission & vital sign area	Interview Patient/Client, Vital signs taken and recorded	None	5 minutes	<b>CHO staff on duty at Admission area</b>



3. Proceed to the doctor's room for consultation.	Interview Patient/client, assess and diagnosed Patient	None	5 minutes	<b>Joan Paula Pagalilauan, MD</b> City Health Officer
4. Proceed to the program coordinator for counseling and environment/issuance of HTN and DM Booklet and ID	Interview Patient, assess using PEN protocol and enroll HTN and DM CLUB	None	15 minutes	<b>Reymond Lorenzo, RN</b> Nurse I
5. Get your prescribed medicine to pharmacy	Dispense medicine to the client	None	2 minutes	<b>Karla Abad, RPh</b> Pharmacist
<b>TOTAL:</b>			28 minutes	

**NOTE: ALLOWABLE PERIOD EXTENSION WITHIN THE PRESCRIBED PROCESSING TIME OF SERVICES**

- 1. SIMPLE TRANSACTIONS-** three (3) working days; (Applications or request require ministerial action on the part of the LGU, or that which present only inconsequential issues for resolution.)
- 2. COMPLEX TRANSACTIONS –** seven (7) working days; (Request or application which necessitates evaluation in the resolution of complicated by an officer or employee of the LGU.)
- 3. HIGHLY TECHNICAL TRANSACTION-** twenty (20) working days; (Applications or request which require the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation.)