



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





MUNICIPAL HEALTH OFFICE

ADMINISTRATIVE SERVICES



6. AVAILING OF MATERNAL HEALTH SERVICES

About the Service: The Municipal Health Office ensures safe motherhood and deliveries to healthy babies at health facilities.

Schedule of Availability of Service: EVERYDAY 24/7

Who May Avail of the Service: All pregnant women about to give birth

What are the Requirements: Referral Slip, Home-based Maternal Record (HBMR), Laboratory Results

Duration: Varies to several hours

HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. For Philhealth Patient—Member Data Record (MDR) 2. Referral slips 3. Home-based Maternal Record (HBMR) 4. Laboratory Results (U/A, cbc and other related laboratory results)			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Go to the Midwife on duty for admission and medical record	Get maternal record. Accomplish the HBMR of the mother/birth plan form.	(None)	2 mins.	Birthing Staff/ Midwife on duty
2	Vital signs taking	Check for the vital signs of the mother to determine the risk factor.	(None)	5 mins.	Birthing Staff/ Midwife on duty
3	Labor Watch	The midwife on duty will do labor watch If no progress of labor, refer to higher facility	(None)	Varies to several hours	Birthing Staff/ Midwife on duty
4	Delivery of Baby	The midwife on duty will do newborn care and postpartum care If there is delivery complication refer to higher facility	Normal Spontaneous Deliveries—P 1,000 (Office Hours) P1,500 (during Saturdays, Sundays & holidays) except indigent clients	Varies to several hours	Birthing Staff/ Midwife on duty
5	Newborn Screening of Newborn Baby	The medtech will perform newborn screening to newborn baby	Non-Philhealth P 550.00 P 1,500.00 (P950.00 excess payment for Philhealth members)	Varies to several hours	Medtech on duty/ Midwife trained on NBS
6	Discharge at the	Discharge the patient with		Varies to	Birthing Staff/

	birthing home and receive medicines and post discharge instructions	take home medicines and post discharge instructions		several hours	Midwife on duty
--	---	---	--	---------------	-----------------

Note: PPRF forms are available at the PACD table free of charge.
The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.