



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**

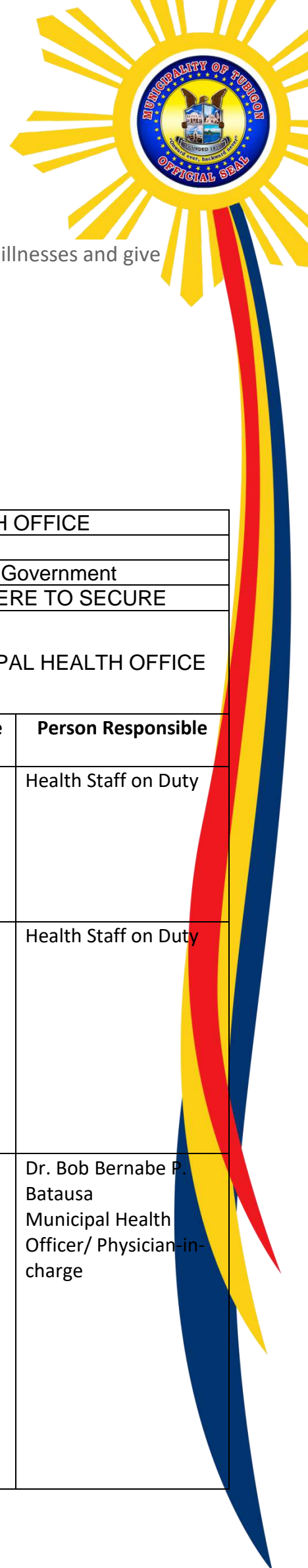




MUNICIPAL HEALTH OFFICE

ADMINISTRATIVE SERVICES





1. AVAILING OF OUTPATIENT CONSULTATION


About the Service: The purpose of this service is to diagnose and treat illnesses and give appropriate medical services.

Schedule of Availability of Service:

Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:		MUNICIPAL HEALTH OFFICE			
Classification:		SIMPLE			
Type of Transaction:		G2G-Government to Government			
CHECKLIST OF REQUIREMENTS					WHERE TO SECURE
1. For Philhealth Patient—Member Data Record (MDR) 2. Referral Slip 3. ECCD Card for (0-5YRS.OLD) 4. Individual Treatment Record					MUNICIPAL HEALTH OFFICE
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Go to Health staff on duty for Admitting Outpatient Consultation	Health Staff on Duty asks client’s reason for consultation and writes client’s data on the Individual Treatment Record (ITR)	(None)	10 min.	Health Staff on Duty
2	Approach Health staff on duty for your medical Assessment	Health Staff on Duty will take medical history of patient. Get vital signs and records in the individual Treatment Record Form (ITR). Then, he/she refers the patient to the physicians on duty.	(None)	5 mins.	Health Staff on Duty
3	Approach the Medical Officer / Physician for your Examination	Physician on Duty : 1. Examines patient 2. Prescribes appropriate medicine and gives medical advice. 3. Refers patient to assigned personnel for issuance of medicine. 4. If hospitalization is required, fill-up referral form to the hospital or choice.	(None)	10 mins.	Dr. Bob Bernabe P. Batausa Municipal Health Officer/ Physician-in-charge



4	Carry out Doctor's Order	1. Dispensing of Medicines 2. Counseling	(None)	5 mins.	Nurse on Duty
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Note: PPRF forms are available at the PACD table free of charge.
The 30-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.

