



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





# **MUNICIPAL HEALTH OFFICE**

ADMINISTRATIVE SERVICES



4. AVAILING OF LABORATORY EXAMINATIONS

**About the Service:** The Municipal Health Office provides laboratory services to every constituents of the municipality. The objectives of this service are to aid the clinician in arriving to a proper diagnosis.

**Schedule of Availability of Service:** Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

**Duration:** 30 to 60 minutes

**Extraction time:** Urine/stool: 10-15 minutes; Hgb/Hct: 5-10 minutes; Blood Typing: 3-5 minutes; CBC: 10-20 minutes (per sked); Sputum exam: 20-30 minutes; Slit-Skin-Smear: 1 hour.

**Scheduled Release of Result:**Urine/stool: 5-10 minutes Hgb/Hct: 5-10 minutes Blood Typing: 3-5 minutes Sputum: Food handler’s (Following day), Presumptive TB (turn around time 2 days); Slit-Skin-Smear: 1 hour.

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. Individual Treatment Record 3. Laboratory Request from the Physician				Municipal Health Office	
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible Form
1	Go to the medical technologies and present your laboratory request	Register the client in the logbook. Ask for the laboratory request and instruct client on getting the specimen properly.		10 mins.	Medtech on duty
2	Pay fees at the cashier	The cashier will release receipt for payment	Hemoglobin—P25.00 Platelet Count—P25.00 Complete Blood Count—P75.00 Routine Urinalysiss—P50.00 Stool exam—P50.00 Blood Typing—P100.00 Sputum: Food Handler’s—P50.00 Presumptive TB—Free Slit-skin-smear—Free	3 mins.	Cashier
3	Submit the specimen to the laboratory room for examination of medical	Submit/Extract Specimen E. 1. Identify properly the specimen; 2. Prepare and read specimen.	(None)	See extraction time	Medtech on duty

	technology				
4	Get the laboratory result	The Medtech will release the result on the scheduled time	(None)	See result scheduled time	Medtech on duty
Fill-out the Client Satisfaction Rating Form					
END OF TRANSACTION					

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.