



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





# **MUNICIPAL HEALTH OFFICE**

ADMINISTRATIVE SERVICES



## 7. AVAILING OF LEPROSY EXAMINATION/TREATMENT

**About the Service:** To ensure the provision of a comprehensive, integrated quality leprosy services at all levels of health care

**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:			<b>G2C</b> – 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. Laboratory Results			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	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
2	Approach the Medical Officer / Physician for your Examination	Physician on Duty : 1. Examines patient 2. Refers patient for skin-slit - smear to medtech	(None)	10 mins.	Dr. Bob Bernabe P. Batausa Municipal Health Officer
3	Go to laboratory room for skin slit smear	The medtech will perform skin slit smear  If positive refer to PHN for treatment  If negative refer back to physicians on duty.	(None)	10 mins.	Medtech on duty
4	Approach PHN for treatment if positive.	The PHN will do counseling and give medicines for treatment	(None)	30mins.	PHN (Angelita P. Libante)
	If negative, go to the physician on duty for further consultation.	The physician on duty will conduct further consultation for patients with negative results on laboratory examination.	(None)	30mins.	Dr. Bob Bernabe P. Batausa Municipal Health Officer

Note: PPRF forms are available at the PACD table free of charge.

The 50-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.