

MUNICIPAL HEALTH OFFICE

CONSULTATION, PHYSICAL EXAMINATION AND TREATMENT

The general public (both sick and well individuals) may visit the center for checkup and undergo consultation, physical examination if needed, and given appropriate treatment.

WHO CAN AVAIL THE SERVICE?

General Public: Sick and Well (Pediatrics, Adult and Geriatrics)

REQUIREMENTS:

Physical appearance

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday
8:00 A.M – 5:00 P.M.
NO NOON BREAK

DURATION:

46 minutes (excluding Laboratory Examination)

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN CHARGE	FEEES	FORMS
1	Get a number and wait for your turn	Issue queue number	1 min	Patient/ Information Staff	None	None
2	Provide personal information	Registration, assessment and recording of vital signs such as BP, Weight, Temperature, Respiratory rate, Pulse rate and main chief complaints/illness. Retrieval of records at electronic Medical Record	10 min.	Information Staff / Health Staff	None	EMR
3	Proceed to the MHO/ RHP/ Nurse/ Midwife station on duty	Conduct physical examination, diagnosis, treatment, and prescription. Refer to laboratory test if necessary	10 min.	MHO/ Nurse/ Midwife on duty	None	Prescription/ Referral forms
4	Proceed to the Laboratory Room	Conduct laboratory test if needed Urinalysis Stool examination Hemoglobin Hematocrit Blood typing Sputum Microscopy STI Exam FBS HIV Testing	1 hour 1 hour 30 min. 30 min. 15 min. 1 day 1 day 15 min. 1 day	Medical Technologist		Prescription/ Referral forms
5	Present results of Laboratory test	Examine laboratory results, Diagnosis, Recommend treatment and give prescriptions	10 min.	MHO/ RHP/ Nurse/ Midwife on duty	None	Prescription forms
6	Present prescription to the Mayor's office	Dispense the prescribed medicines	5 min.	Mayor's staff	None	Prescription forms
END OF TRANSACTION = 46 Minutes (excluding Laboratory Exam/Test)						

DENTAL SERVICES

The general public may visit the center to have dental check up with or without procedures done to them depending upon the need. The municipal dentist also has regular visits to Day Care Centers to conduct preventive counseling and teachings to pre-school children. The Dentist also has scheduled visits to different Barangay Health Stations for Pre-natal dental check-up.

WHO CAN AVAIL THE SERVICE?

General Public, Pregnant Women, Preschoolers

REQUIREMENTS:

Physical appearance

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday and Friday: General Dental Check-up
 Wednesday: Prenatal Dental Check-up
 Preventive Check-up for Pre-schools (Oral Exam & Scaling-XO)
 8:00 A.M – 5:00 P.M. NO NOON BREAK

DURATION:

1 Hour & 51 Minutes (for Extraction procedure)

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN CHARGE	FEES	FORMS
1	Write name on the form provided	Provide form	1 min	Patient/ Information Staff	None	Individual Patient Record
2	Provide personal information	Registration and Retrieval of records. Assessment and recording of vital signs if needed	30 min.	Dental Aide	None	Individual Patient Record
3	Proceed to the Dental Room	Consultation, procedures, treatment and prescriptions of medicines. Oral Exam Extraction Prophylaxis Counseling Referrals	15 min. 1 hour 30 min. 30 min. 15 min.	Dentist with the Dental Aide		Individual Patient Record
4	Present prescription to the Mayor's office	Dispense the prescribed medicines	5 min.	Mayor's staff	None	None
END OF TRANSACTION = 1 Hour & 51 Minutes (for Extraction procedure)						

ISSUANCE OF SANITARY PERMIT AND HEALTH CERTIFICATE

To continually upkeep the good and safe health of the general public, the Sanitation Inspector together with the Municipal Health Officer conduct regular sanitation visits to various establishments, inspect and check if they are following the guidelines and requirements. If they comply the requirements set, they are given sanitary permits and health certificates.

WHO CAN AVAIL THE SERVICE?

Business and Food Establishment Owners and their employees

REQUIREMENTS:

- For Non-Food Business Establishment:
 - 1) Chest X-ray
- For Food Establishments, Food Manufacturers, Entertainment Establishments, Piggery and Poultry Farms, Water Refilling Stations, and Other Food-Related Establishments:
 - 1) Chest X-ray
 - 2) Urinalysis
 - 3) Stool Examination
 - 4) Hepatitis B Antigen Determination
 - 5) Hepatitis A Antigen Determination
 - 6) Drug Test (for videoke bar owners and entertainers)
 - 7) Sputum AFB Examination, if necessary

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday
8:00 A.M – 5:00 P.M.
NO NOON BREAK

DURATION:

32 minutes (excluding ocular inspection)

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN CHARGE	FEES	FORMS
1	Submit necessary requirements	Accept and review required documents	5 min.	Sanitation Inspector	None	
2	Provide necessary information	Interview and record data/information	5 min.	Sanitation Inspector	None	
3		Conduct ocular inspection if necessary	2 hours	MHO with Sanitation Inspector	None	
4		Prepare/Approve/Certify Sanitary Permit or Health Certificate and issue Order of Payment to MTO	15 min	Sanitation Inspector/ MHO		Sanitary Permit to Operate Health Certificate
5	Pay fees	Receive payment and issue Official Receipt (OR)	5 min.	Revenue Collection Clerk (MTO)	Sanitary Permit - P 150.00 Health Certificate - P 50.00	AF No. 51
6	Present OR and Claim Sanitary Permit/Health Certificate	Release/Issue and record the approved Sanitary Permit/Health Certificate	2 min.	Sanitation Inspector	None	None
END OF TRANSACTION = 32 Minutes (Excluding Ocular Inspection)						

ISSUANCE OF DEATH CERTIFICATE

As a requirement before burial of a deceased individual, the bereaved family or relative should acquire a death certificate from the MHO.

WHO CAN AVAIL THE SERVICE?

Bereaved family/relatives of the deceased residents of Paniqui

REQUIREMENTS:

1. Barangay Certification confirming the death of the person
2. Medical Certificate if hospitalized/attended by a physician

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday
8:00 A.M – 5:00 P.M.
NO NOON BREAK

DURATION:

22 minutes

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN CHARGE	FEES	FORMS
1	Submit necessary requirements	Evaluate and review required documents	5 min.	Sanitation Inspector/ Medical Staff	None	None
2	Provide necessary information	Interview, Prepare and sign the Death Certificate	15 min.	Sanitation Inspector/ Medical Staff	None	Revised 2007 Form
3	Present the Death Certificate to MHO	Review and sign the Death Certificate	2 min.	MHO	None	Revised 2007 Form
END OF TRANSACTION = 22 Minutes						

IMMUNIZATION

Immunization is given to target client

WHO CAN AVAIL THE SERVICE?

Infant 0-15 months

REQUIREMENTS:

Early Childhood Care and Development Card

SCHEDULE OF AVAILABILITY OF SERVICE:

Wednesday
8:00 A.M – 12:00 P.M.
NO NOON BREAK

DURATION:

15 minutes

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON- IN CHARGE	FEES	FORMS
1	Present the ECCDC	Interview / Data gathering and recording at ECCDC, Target Client List	5 min.	Midwife	None	ECCDC
2	Present the child for vaccination	Vaccinate the child and give health teachings	10 min.	Midwife	None	ECCDC
END OF TRANSACTION = 15 Minutes						