

Type of Services : **AVAILING OF MEDICAL CERTIFICATE ISSUANCE**  
 Availability of Services : DAILY  
 Who May Avail of the Services : All Affiliated Barangays  
 REQUIREMENTS: 1. Official receipt for medical certificate 2. Official receipt for the laboratory 3. Other related fees  
**HOW TO AVAIL THE SERVICE:**

1	Approach BHW on duty or RHM	- BHW (Barangay Health Worker) retrieve the patients ITR (individual Treatment Record) and advice patient to proceed to RHM ( Rural Health Midwife). -BHW give treatment record to the RHM for initial assessment and vital signs (for New patient, the Midwife prepares a new record).	1-2 minutes.	BHW on Duty		
2	Proceed to RHM table for initial assessment	-RHM conducts initial assessment and get vital signs: Blood pressure • Weight Temperature Pulse rate Respiratory rate Heart rate -RHM gives	5-10 minutes  5-10 minutes	Neneng Rema Rozana		
3	Wait outside the consultation room until your number is called	treatment record to the patient after initial assessment and instruct patient to wait outside	5-10 minutes	Lolong		

		the consultation room for his turn for examination by the MHO	1-2 minutes			
4	When your number is called go inside the consultation room and present treatment record to MHO	- Officer of the day will facilitate and call next patient for consultation	15-30 minutes			
		- MHO receive treatment record and conducts consultation (Clinical History, PE, and Lab. request if any)	5-10 minutes	Dr.Michelle		
5	Proceed to front desk for payment	-After consultation, MHO advice the patient to approach the MTO (Municipal Treasurer's Office) personnel at the front desk for payment (Medical Certificate Fee; Lab. Fees)				
6	Proceed to the Laboratory room	MTO personnel receive payment and issue O.R.	3-5 minutes	Epap	A. Med. Fee B. Lab. Fee: CBC; U/A	
7	With laboratory result, proceed to the consultation room	- Med. Tech. receives laboratory request/s - Med. Tech get specimen to be examine and give the lab. result/s to the patient	1-2 minutes	Janneth		
8			3-5 minutes			

9	Proceed to RHU clerk table	<ul style="list-style-type: none"> <li>- Advise patient to bring the result to the MHO</li> <li>- MHO interprets lab. Result/s, gives medical prescriptions and medical advices; make referral form (if higher level of care is necessary)</li> <li>-Advise client to proceed to RHU clerk for Medical Certificate</li> </ul>		Dr. Michelle		Medical Certificate Form
10	<p>Go back to the consultation room and present medical certificate</p> <p>Proceed to nurse's room and present treatment record and O.R.</p>	<ul style="list-style-type: none"> <li>-RHU clerk encode patient personal data and medical findings.</li> <li>-RHU clerk print the medical certificate and give it the client, then advice the client to go back o the consultation room for MHO's signature</li> <li>-MHO sign medical certificate.</li> <li>-If with drug/s prescription, client advice to proceed to nurse room.</li> </ul>		<p>Jingle</p> <p>Dr. Michelle</p>		

		PHN receives ITR for drug issuances give proper instruction/s to the patient as to dosing, frequency and duration of treatment, advice the patient for further health teachings/ home instructions or other treatment procedure		Reno		
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