

Type of Services : **AVAILING OF HEALTH CERTIFICATE**
Availability of Services : **DAILY**
Who May Avail of the Services : **All Food Establishment Handler**

REQUIREMENTS:

1. Official receipt for medical certificate
2. Official receipt for the laboratory
3. Other related fees

How to avail:

STEP	ACTIVITY		DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
	CUSTOMER	OFFICE SERVICE PROVIDER				
1	Proceed to RSI office	-RSI advice client to proceed to MTO personnel table to pay lab. fee/s and Health certificate	1 minute	Lolong		
2	Proceed to MTO personnel table for payment	-MTO personnel receives payment and issue O.R. -Advices client to proceed to the lab. room	1-2 minutes	Epap	A. Health Certificate Fee	
3		- Med. Tech. receives laboratory request/s			B. Lab. Fee: CBC; U/A ; S/E	
4	Proceed to the Laboratory room, present the official	- Med. Tech get specimen to be examine and give the lab. result/s to the patient - Advice patient to go back to	5-10 minutes	Janneth		

5	<p>receipt of the requested Lab. Exam to the Med. Tech.</p> <p>Go back to RSI office</p> <p>Proceed to MHO's office</p>	<p>RSI office</p> <p>-The sanitary inspector interview clients and fill up all necessary information in the health cert. form & facilitate the client to the MHOs office</p> <p>- MHO conducts physical and medical exam to the client.</p> <p>- MHO interprets lab. Result/s, gives medical prescriptions and medical advices; make referral form (if higher level of care is necessary)</p> <p>-MHO Sign Health Certificate prior to the release.</p>	<p>4-5 minutes</p> <p>5-10 minutes</p>	<p>Lolong</p> <p>Dr. Michelle</p>		<p>Health certificate form</p>
---	---	---	--	-----------------------------------	--	--------------------------------