

## Issuance of Medical Certificate

Often used to certify that someone is free of contagious diseases, drug addiction, mental illness, or other health issues.

|                                                                                                   |                                                                                                                                                                                                                        |                                                                                  |                        |                                                            |
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| <b>Office or Division:</b>                                                                        |                                                                                                                                                                                                                        | Municipal Health Office                                                          |                        |                                                            |
| <b>Classification:</b>                                                                            |                                                                                                                                                                                                                        | Simple                                                                           |                        |                                                            |
| <b>Type of Transaction:</b>                                                                       |                                                                                                                                                                                                                        | G2C – Government to Citizen                                                      |                        |                                                            |
| <b>Who may avail:</b>                                                                             |                                                                                                                                                                                                                        | All                                                                              |                        |                                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                  |                                                                                                                                                                                                                        | <b>WHERE TO SECURE</b>                                                           |                        |                                                            |
| Individual Treatment Record<br>Laboratory Result<br>Chest x-ray Result<br>Medical Certificate Fee |                                                                                                                                                                                                                        | Municipal Health Office<br><br>Diagnostic Center<br>Municipal Treasurer's Office |                        |                                                            |
| <b>CLIENT STEPS</b>                                                                               | <b>AGENCY ACTION</b>                                                                                                                                                                                                   | <b>FEES TO BE PAID</b>                                                           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                  |
| 1. Go to Records Section                                                                          | 1. Retrieve Family Envelope                                                                                                                                                                                            | None                                                                             | 3 minutes              | <i>Midwife I,II</i><br>Municipal Health Office             |
| 2. Go to admitting section                                                                        | 2. Admit patient for OPD<br>Check-up Ask clients/patients on purpose of consultation and write patients data on a daily patient's logbook                                                                              | None                                                                             | 3 Minutes              | <i>Midwife I,II</i><br>Municipal Health Office             |
| 3. Proceed to Physician's Room                                                                    | 3. Examination of patients The Physician<br>3.1 Take history and proper physical examination, request for some laboratory exams if needed<br>3.2 Make the proper disease diagnosis<br>3.3 Administer proper management | None                                                                             | 10 Minutes             | <i>Municipal Health Officer</i><br>Municipal Health Office |



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| 4. Proceed to Treasurer's Office | 4. Payment for Medical Certificate | Medical Certificate (professional/employment)- Php 100.00<br>(Sickness)- Php 30.00 | 3 Minutes | <i>Revenue Collection Clerk I<br/>Administrative Aide I</i><br>Office of the Municipal Treasury |
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