

Out- Patient

This service caters to the primary health needs of our constituents. It includes consultation, diagnosis and giving of appropriate medical services.

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All constituents of Reina Mercedes		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Individual Treatment Record			Municipal Health Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Records Section	1. Retrieve Family Envelope	None	2 minutes	<i>Midwife I,II</i> Municipal Health Office
2. Go to admitting section	2. Admit patient for OPD 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> Municipal Health Office
3. Proceed to Physician's Room	Examination of patients. The Physician 3. Take history and proper physical examination, request for some laboratory exams if needed 3.2. Make the proper disease diagnosis 3.3. Administer proper management	None	10 Minutes	<i>Municipal Health Officer</i> Municipal Health Office
4. Proceed to Pharmacy	4. Prescribe and dispense necessary available meds	None	3 Minutes	<i>Nursing Attendant</i> Municipal Health Office
5. Go back to Admitting section and patient may go home	5. Advise and discharge patient	None	3 Minutes	<i>Nurse I</i> <i>Midwife I,II</i> Municipal Health Office
TOTAL:		None	21 Minutes	