



REPUBLIC OF THE PHILIPPINES
PROVINCE OF MISAMIS ORIENTAL
MUNICIPALITY OF SALAY

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Municipal Health Office



A. THE OUT-PATIENT SERVICES OF THE RURAL HEALTH UNIT

ABOUT THE SERVICE:

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

Medical and Minor Surgeries services are available at the Rural Health Unit (RHU) to any person or individual who needs assistance. SERVICE SCHEDULES:

Monday to Friday 8:00 am to 5:00 pm

FEES:

- Free for Salay Residents
- 50.00Php for Non-Salay Residents

HOW TO AVAIL OF THE SERVICE:

A. 1. OPD CHECK- UP

As the Client, YOU	Responsibilities of Person/ Department Concerned	It will take	Person(s)/Department(s) Responsible
1. Go to the Records Services	Retrieve Individual Treatment Record (ITR), get vital signs, record on the ITR and give priority number	5mins.	Barangay Health Worker
2. Go to Admitting Section	Admit patient for Out Patient Department (OPD) check-up. Ask clients/patients in purpose of consultation and write patients data or a daily patients logbook	5mins.	OPD in-charge
3. Go to the Triage Area	Triaging of patients through assessment and refer to Municipal Health Officer (MHO) and give priority number	5-10mins.	Human Resource for Health/ Midwife/ PHN
4. Approach the Municipal Health Officer (MHO) and wait priority number to be called	Examination of patients, the MHO: a) Take history and do physical examination, request some laboratories if needed b) Make diagnosis c) Administer proper management d) Prescribe medications e) Advice and discharge patient	10-15mins	MHO
5. May Go Home			



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B. PRE-NATAL CHECK UP

ABOUT THE SERVICE:

Maternal Care is one of the featured programs in the Department of Health Reform Agenda in conjunction with the country's Millennium Goal, hence we offer regular pre-natal check up to would-be, and expectant mothers in our community to be able to achieve a zero maternal mortality rate, and to make sure that every delivery is a safe delivery. SERVICE SCHEDULES:

EVERY THURSDAY 8:00 AM TO 5:00 AM

FEES: FREE

HOW TO AVAIL OF THE SERVICE:

As the Client, YOU	Responsibilities of Person/ Department Concerned	It will take	Person(s)/Department(s) Responsible
1. Go to the Records Section	Retrieve Individual Treatment Record (ITR) and get vital signs and record on the ITR	5mins.	BHW
2. Go to the Admitting Section	Admit patient for OPD check-up and record on the logbook and give priority number	5mins.	OPD In-charge
3. Proceed to the examination room, you will be called according to your priority number	Midwife in the examination room do the prenatal abdominal palpation and other necessary examination suited to the patient. Advice and give health teachings, record on the Target Client List (TCL) Registry and schedule for follow-ups	10-15mins.	Rural Health Midwives/ Human Resource for Health
4. May Go Home			



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C.FAMILY PLANNING SERVICES

ABOUT THE SERVICE:

Family Planning is one of the featured programs in the Department of Health Reform Agenda in conjunction with the country's Millennium Goal, hence we offer regular Family Planning services for the purposed of Birth Spacing, responsible parenthood.

SERVICE SCHEDULES:

EVERYDAY 8:00 AM TO 5:00 PM

FEES: FREE

HOW TO AVAIL OF THE SERVICE:

As the Client, YOU	Responsibilities of Person/ Department Concerned	It will take	Person(s)/Department(s) Responsible
1. Go to the Record Section	Retrieve Individual Treatment Record (ITR), get vital signs and record on the ITR	5mins.	BHW
2. Go to Admitting Section	Admit patient for Out Patient Department (OPD) check-up and inform midwife in-charge	5mins.	OPD In-charge
3. Go/ Proceed to the Examination Room/Lying-in	Midwife in the examination room, do examination; health teaching regarding different family planning methods	10-15mins.	RHM/ PHN/ PHN
4. May Go Home			



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D. ANTI- TUBERCULOSIS PROGRAM (TB-DOTS)

ABOUT THE SERVICE:

Tuberculosis has burdened the country for so many years. Presently, it is still a major health hazard. The Municipal Health Office manages an anti- tuberculosis program. It is geared toward preventing and controlling the spread/ transmission of tuberculosis (TB) in the community. The main objective is to identify and treats patients with TB by providing anti- tuberculosis medication for free using the DOTS.

This program caters to the so called TB symptomatic , meaning, patients having a chronic cough of more than two (2) weeks or coughing out blood, afternoon low grade fever, body weakness, and sudden loss of weight for the last six (6) months.

SERVICE SCHEDULES:

MONDAY TO FRIDAY 8:00 AM TO 5:00 PM

FEES: No fees to be collected

HOW TO AVAIL OF THE SERVICES:

As the Client, YOU	Responsibilities of Person/ Department Concerned	It will take	Person(s)/Department(s) Responsible
1. Go to the Records Section	Retrieve Individual Treatment Record (ITR) and get vital signs and record on the ITR	5mins.	BHW
2. Go to the Admitting Section	Admit patient for OPD check-up and ask purpose of consultation	5mins.	OPD In-charge
3. Go to the Triage Area	Triaging of patient and refer to Public Health Nurse or Laboratory Services	5mins.	Human Resource for Health/ Midwife/ Public Health Nurse
4. All TB symptomatic admitted are referred to the physician.	Physician further examine patient for proper evaluation and assessment.	5-10 minutes	MHO
5. All TB patient symptomatic proceed to laboratory for sputum examination	Medical Technologist, Microscopist collect sputum specimen.	2-3 minutes	RMT, Microscopist, BHW
6. Follow up sputum results	Medical Technologist release sputum results to midwives or directly to patient	1 day	RMT, Microscopist
7. Patient with sputum result proceeds to	Midwife on duty refer patient to the physician.	2-3 minutes	RHM, MHO



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admitting section.			
8. Patient proceed to treatment room	Physician examine, evaluate and diagnose patient for proper management	8 minutes	MHO
9. TB Symptomatic patient with (+) sputum approach the Nurse on duty (b.) TB Symptomatic patient with (-) sputum requested for chest x-ray exam	(a.) Nurse on duty register the patient to Directly Observed Treatment with Short Course Chemotherapy, National Tuberculosis Program (DOTS NTP) registry and endorse to the midwife in charge or BHW as DOTS treatment partner. (b.) Diagnostic Center (non-institutional) conduct chest x-ray exam as requested	(a.) 10 minutes (b.) 30 minutes	PHN, RHM, BHW
10. (a.)TB Symptomatic patient with (+) sputum approach the midwife in charge. (b.) TB symptomatic patient with (-) sputum and chest x-ray results approach the physician.	(a.) Midwife in charge properly instruct the patient regarding DOTS and emphasized strict compliance to treatment. (b.) Physician evaluate patient for further management	(a.) 20 minutes (b.) 3-5 minutes	(a.) RHM, NDP/RHMPP (b.) MHO
11. (a.) TB Symptomatic patient with (+) sputum start the medication and follow-up as instructed. (b.) TB Symptomatic patients with (-) sputum and with chest x-ray results start medication as instructed by the physician.	(a.) Midwife and BHW in charge directly supervise the patients' compliance to drug intake. (b.) Physician follows up patient and or refer to TB Diagnostic Committee (TBDC) in accordance with the proper assessment.	(a.) 6 months to 1 year depends on TB category. (b.1.) TBDC- 2-3 weeks. (b.2.) Other Diagnosis-variable	(a.) RHM, NDP/RHMPP (b.1.) Provincial Health Office (b.2.) MHO



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E. NATIONAL IMMUNIZATION PROGRAM (NIP) SERVICES

ABOUT THE SERVICE:

This is one of the core programs of the Department of Health, under the Maternal and child care, giving free vaccines for all the different childhood diseases to the susceptible populace from birth to nine (9) months old. The Municipal Health Office gives bacillus Calmette-Guérin (BCG) vaccine, Hepatitis B vaccine, Diphtheria, Pertussis, Tetanus (DPT) vaccine, Oral Polio vaccine (OPV), Inactivated Polio Vaccine (IPV) and measles vaccine to neonates before one year of age.

SERVICE SCHEDULES:

1st WEDNESDAY of the Month 8:00 AM to 12:00 NN

FEES: No fees to be collected

HOW TO AVAIL OF THE SERVICE:

As the Client, YOU	Responsibilities of Person/ Department Concerned	It will take	Person(s)/Department(s) Responsible
1. Go to the Record Section	Retrieve Individual Treatment Record (ITR), get vital signs and record on the ITR	5mins.	BHW
2. Go to Admitting Section	Admit patient for Out Patient Department (OPD) check-up and inform midwife in-charge	5mins.	OPD In-charge
3. Go to the Immunization Room and wait for you priority number to be called	Midwife record the appropriate management and record on the Target Client List (TCL) Registry and baby's immunization card Midwife/Human Resource for Health will administer the appropriate vaccine, advice and do health teachings and follow-up instructions done	15-20mins.	Rural Health Midwife/ Human Resource for Health
4. May Go Home			



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F. BASIC LABORATORY EXAMINATION SERVICES

ABOUT THE SERVICE:

This service caters to all indigent cardholders (4P's, NHTS) under the OPD package of the Philippine Health Insurance Corporation, PWD/Senior Citizen, Maternal Care Package Benefit for free, but also serves our constituents who would like to avail of the services paying minimum amount for the maintenance and financial assistance of the laboratory in aid of the capitation fund.

SERVICE SCHEDULES:

Monday to Friday 8:00 AM- 5:00 PM

FEES:

Hemoglobin – 50.00

Platelet – 50.00

CBC – 50.00

Urinalysis – 50.00

Stool Examination – 50.00

HBsag det. – 150.00

Pregnancy Test – 100.00

Sputum AFB Exam. – 50.00

RBS – 100.00

FBS – 100.00

Lipid Profile – 500.00

BUA – 100.00

Creatinine – 100.00

BUN – 100.00

Blood Typing – 50.00



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HOW TO AVAIL OF THE SERVICES:

As the Client, YOU	Responsibilities of Person/ Department Concerned	It will take	Person(s)/Department(s) Responsible
1. Patient with laboratory request proceed to the laboratory section and present your request to the medical technologist	Medical Technologist review the laboratory request and instruct the patient depending on what laboratory examination is needed	Variable	Medical Technologist/ Human Resource for Health
2. Patient without health Out Patient Department Card proceed to the treasury department for payment	Medical Technologist get receipt prior to laboratory procedures	2-3mins.	Medical Technologist/ Human Resource for Health
3. Patients with PhilHealth OPD card and Non-Philhealth cardholders with receipts for laboratory can proceed to the Med Tech for laboratory procedure/ extraction.	Medical Technologist do the laboratory works and instruct the client to wait for the results.	10-15 minutes	RMT
4. Patients with PhilHealth OPD card and Non-PhilHealth cardholders with receipts for laboratory claim the results.	Medical Technologist release the results and advise patient to go back to referring physician for result evaluation and analysis.	1 minute	RMT
5. Patient , return lab results to requesting physician	Attending physician evaluate laboratory results. (institutional or non-institutional)	variable	MHO, Attending physician (institutional or non-institutional)



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G. ISSUANCE OF SANITARY PERMIT AND HEALTH CERTIFICATE:

ABOUT THE SERVICE:

In accordance to our implementing rules and regulations of Chapter III Food Establishment of the Code of Sanitation of the Philippines (P.D. 856) No person shall be allowed to engaged in any food related establishment without securing sanitary permit and all other individuals involved in food preparation and handling are required to secure health certificate.

SERVICE SCHEDULES:

Monday to Friday 8:00 to 5:00 PM

FEES:

Health Card – 50.00

Sanitary Permit – 150.00

HOW TO AVAIL OF THE SERVICE:

As the Client, YOU	Responsibilities of Person/ Department Concerned	It will take	Person(s)/Department(s) Responsible
1. Approach Sanitary Inspector for transaction	Sanitary Inspector check and review the necessary requirements brought by the client for application of sanitary permit.	3-5 minutes	RSI
2. (a.)Client with incomplete requirement (Sanitation report) set an appointment for inspection schedule. (b.)Client with complete requirements go to the Treasurer's office for payment of dues.	(a.)Sanitary Inspector schedule the date for inspection and subsequent release of inspection report. (b.)Treasurer's Office collect payments and release official receipt	(a.)variable (b.) 5-10mins.	RSI
3. Go back to the Sanitary Inspector and present the official receipt.	Sanitary Inspector release /issue the permit.	2-3 minutes	RSI



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F. MEDICAL CERTIFICATE/ MEDICO LEGAL CERTIFICATE

REQUIREMENTS:

Employment:

- a) Chest X-ray
- b) CBC
- c) Urinalysis
- d) HBsag
- e) Stool Exam

School/Immersion/Drivers License:

- a) None, but depending on the Physical Examination of the Municipal Health Officer

Medicolegal Certificate:

- a) Police Blotter

FEE:

Medical Certificate – 50.00

Medico-Legal Certificate – 300.00

HOW TO AVAIL OF THE SERVICE:

As the Client, YOU	Responsibilities of Person/ Department Concerned	It will take	Person(s)/Department(s) Responsible
1. Go to the Record Services	Retrieve Individual Treatment Record, get Vital Signs and record on the ITR and give priority	5mins.	BHW
2. Go to Admitting Section	Admit patient for Out Patient Department check-up and give order payment to client and pay at the treasury department. After paying, give receipt to OPD in-charge, give priority number	15mins.	OPD incharge
3. Go to the Triage Area	Refer to Municipal Health Officer and give priority number	5mins	Human Resource for Health/ Midwife/ Public Health Nurse
4. Approach the Municipal Health Officer (MHO)	The MHO will do thorough Physical Examination and review laboratories. Give medical certificate, advised	10-15mins.	Municipal Health Officer
5. May Go Home			