

MUNICIPAL HEALTH OFFICE

Mandate:

To provide quality, accessible and affordable health services to all Salayanos

Mission:

The provision of health care is a seamless effort by the Municipality of Salay, which encompasses preventive and curative interventions. Efforts must be synergized to access the spectrum of interventions to provide accessible and affordable quality health care services

Vision:

Healthy and productive people of Salay, living in a disease-free and wholesome environment

Office Head : **CHRISTY MARIE L. ROSALES, M.D.**
Municipal Health Officer
Office Address : Rural Health Unit/Lying-In
Poblacion, Salay, Misamis Oriental
Email Address : lgu_salaymisor@yahoo.com

External Services:

- The out-patient services of the rural health unit
 - OPD check up
 - Pre-natal check up
 - Family planning services
 - Anti- tuberculosis program (tb-dots)
 - National immunization program (nip) services
 - Basic laboratory examination services
 - Issuance of sanitary permit and health certificate
 - Medical certificate/ medico legal certificate
- In patient of salay maternity lying-in family care clinic

THE OUT-PATIENT SERVICES OF THE RURAL HEALTH UNIT

- **OPD CHECK UP**

OFFICE	Municipal Health Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	All constituents of Municipality of Salay and nearby municipalities
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
NOT APPLICABLE	NOT APPLICABLE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Go to the Records Services and Submit self for examination	Entry on the electronic Individual Treatment Record (ITR), get vital signs, record on the ITR and give priority number	None (Salay residents) 50.00 for non salay residents	10 mins	Barangay Health Worker on duty/ Midwife in charge RHM Agnes Mangay, RM
Proceed 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)		15 minutes	OPD in-charge RHM Agnes Mangay, RM
Proceed to Triage Area	Triaging of patients through assessment and refer to Municipal Health Officer (MHO) and give priority number		15 minutes	DOH Human Resource for Health/ Midwife on duty PHN Kathleen Lim, RN
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 medication e) Advice and discharge patient) All data will be encoded on the electronic data system (iclinicsys)		30 minutes	CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)
May go home				Prescription Paper
Total			1 hour and 10 minutes	

END OF TRANSACTION

- PRE NATAL CHECKUP**

OFFICE		Municipal Health Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		All expectant mothers of Municipality of Salay and nearby municipalities		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
NOT APPLICABLE		NOT APPLICABLE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Go to the Records Services	Entry on the electronic Individual Treatment Record (ITR), get vital signs, record on the ITR and give priority number	None	10 mins	Barangay Health Worker on duty/ Midwife in charge RHM Agnes Mangay, RM
Proceed to Admitting Section	(Admit patient for Out Patient Department (OPD) check-up and inform midwife in-charge)	None	15 minutes	OPD in-charge RHM Agnes Mangay, RM
Proceed to Examination Room Patients will be called according to priority numbers	Midwife in the examination room, do examination; health teaching regarding different family planning methods	None	15 minutes	RHM Agnes Mangay, RM CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)
May go home				Prescription Paper
Total			40 minutes	
END OF TRANSACTION				

- FAMILY PLANNING SERVICES**

OFFICE		Municipal Health Office
CLASSIFICATION		Simple
TYPE OF TRANSACTION		G2C – Government to Citizen

WHO MAY AVAIL		All constituents of Salay and nearby municipalities who desires birth spacing and responsible parenthood.		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
NOT APPLICABLE		NOT APPLICABLE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Go to the Records Services	Entry on the electronic Individual Treatment Record (ITR), get vital signs, record on the ITR and give priority number	None	10 mins	Barangay Health Worker on duty/ Midwife in charge RHM Agnes Mangay, RM
Proceed to Admitting Section	Admit patient for OPD check-up and ask purpose of consultation	None	15 minutes	OPD in-charge RHM Agnes Mangay, RM
Proceed to the Examination Room/Lying-in	Midwife in the examination room, do examination; health teaching regarding different family planning methods)	None	30 minutes	Rural Health Midwives RHM Agnes Mangay, RM
Total			55 minutes	
END OF TRANSACTION				

- ANTI- TUBERCULOSIS PROGRAM (TB-DOTS)**

OFFICE	Municipal Health Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL	Residents of Salay, Misamis Oriental			
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE			
NOT APPLICABLE		NOT APPLICABLE		
CLIENT STEPS	AGENCY ACTION	FEE S TO	PROCES SING TIME	PERSON RESPONSIBLE

		BE PAID		
Go to the Records Services	Entry on the electronic Individual Treatment Record (ITR), get vital signs, record on the ITR and give priority number	None	10 mins	Barangay Health Worker on duty/ Midwife in charge RHM Agnes Mangay, RM
Proceed to Admitting Section	Admit patient for OPD check-up and ask purpose of consultation	None	15 minutes	OPD in-charge RHM Agnes Mangay, RM
Proceed to Triage Area	(Triaging of patient and refer to Public Health Nurse or Laboratory Services)		30 minutes	DOH Human Resource for Health/ Midwife on duty PHN Kathleen Lim, RN
All TB symptomatic admitted are referred to the physician	(Physician further examine patient for proper evaluation and assessment.)	None	10 minutes	CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)
Proceed to Examination Room	All TB patient symptomatic proceed to laboratory for sputum examination	None	10 minutes	Judith Ramoso, RMT
Follow up sputum results	Medical Technologist release sputum results to midwives or directly to patient	None	1 day	Judith Ramoso, RMT
	Patient with sputum result proceeds to admitting section.	None	10 minutes	Agnes Mangay, RM CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)

Patient proceed to treatment room	(Physician examine, evaluate and diagnose patient for proper management)	None	10 minutes	CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)
(a.)TB Symptomatic patient with (+) sputum approach the Nurse on duty (b.) TB Symptomatic patient with (-) sputum requested for chest x-ray exam	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)	None	(a.)10 minutes (b.) 30 minutes	Kathleen Lim, PHN
TB Symptomatic patient with (+) sputum approach the midwife in charge. TB symptomatic patient with (-) sputum and chest x-ray results approach the physician.	Midwife in charge properly instruct the patient regarding DOTS and emphasized strict compliance to treatment. Physician evaluate patient for further management)	None	20 minutes 5 minutes	Kathleen Lim, PHN CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)
TB Symptomatic patient with (+) sputum start the medication and follow-up as instructed. TB Symptomatic patients with (-)		None	a.) 6 months to 1 year depends on TB category (b.)	Kathleen Lim, PHN CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)

sputum and with chest x-ray results start medication as instructed by the physician.			(b.1.) TBDC- 2-3 weeks. (b.2.) Other Diagnosis-variable	
Total				
END OF TRANSACTION				

- NATIONAL IMMUNIZATION PROGRAM (NIP) SERVICES**

1stWEDNESDAY of the Month 8:00 AM to 12:00 NN No noon break

OFFICE		Municipal Health Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Newborn babies of Municipality of Salay		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
NOT APPLICABLE		NOT APPLICABLE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Go to the Records Services	Entry on the electronic Individual Treatment Record (ITR), get vital signs, record on the ITR and give priority number	None	10 mins	Barangay Health Worker on duty/ Midwife in charge RHM Agnes Mangay, RM
Proceed to Admitting Section	Admit patient for OPD check-up and ask purpose of consultation	None	15 minutes	OPD in-charge RHM Agnes Mangay, RM
Go to the Immunization Room and wait for you priority number to be called	a) Midwife record the appropriate management and record on the Target Client List (TCL) Registry and baby's immunization card Midwife/Human Resource for Health	None	30 minutes	Rural Health Midwives RHM Agnes Mangay, RM

	will administer the appropriate vaccine, advice and do health teachings and follow-up instructions done)			
Total			55 minutes	
END OF TRANSACTION				

• **BASIC LABORATORY EXAMINATION SERVICES**

OFFICE		Municipal Health Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Residents of Salay, Misamis Oriental		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Laboratory Request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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)	Hemoglobin – 50.00 Platelet – 50.00 CBC – 50.00	Variable	Medical Technologist/ Human Resource for Health Judith Ramoso, RMT
Patient without health Out Patient Department Card proceed to the treasury department for payment	(Medical Technologist get receipt prior to laboratory procedures)	Urinalysis – 50.00 Stool Examination – 50.00	3 minutes	Medical Technologist/ Human Resource for Health Judith Ramoso, RMT
Patients with PhilHealth OPD card and Non-Philhealth cardholders with receipts for laboratory can proceed to the Med Tech for	Medical Technologist do the laboratory works and instruct the client to wait for the results.	HBsag det. – 150.00 Pregnancy Test – 100.00	1 minute	Medical Technologist/ Human Resource for Health Judith Ramoso, RMT

laboratory procedure/ extraction		Sputum AFB Exam. – 50.00 RBS – 100.00 FBS – 100.00		
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.)	Lipid Profile – 500.00 BUA – 100.00		Medical Technologist/ Human Resource for Health Judith Ramoso, RMT
Patient , return lab results to requesting physician	Attending physician evaluate laboratory results. (institutional or non-institutional)	Creatinine – 100.00 BUN – 100.00 Blood Typing-50.00	variable	CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)
Total				
END OF TRANSACTION				

• **ISSUANCE OF SANITARY PERMIT AND HEALTH CERTIFICATE**

OFFICE		Municipal Health Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Business Establishments of Municipality of Salay		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Sanitary Permit Application Form		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Approach Sanitary Inspector for transaction	Sanitary Inspector check and review the necessary requirements brought by the client for	Health Card – 50.00 Sanitary Permit	5 minutes	CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)

	application of sanitary permit.)	(Special) – 400.00 (Manufacturers, Producers, Foundry, Shops, Laboratories, Private Markets, Shopping Centers, Talipapa, Tanneries, Warehouses, Private Schools, Hospitals and Clinics Commercial Piggery and Poultry.)		
Client with incomplete requirement (Sanitation report) set an appointment for inspection schedule.	Sanitary Inspector schedule the date for inspection and subsequent release of inspection report.		10 minutes	CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)
Client with complete requirements go to the Treasurer's office for payment of dues.	Treasurer's Office collect payments and release official receipt)		10 minutes	Municipal Treasury Office
Go back to the Sanitary Inspector and present the official receipt.	Sanitary Inspector release /issue the permit.	Sanitary Permit (Special) – 100.00 (Backyard Piggery & Poultry.)	3 minutes	CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)
Total			28 minutes	
END OF TRANSACTION				

● **MEDICAL CERTIFICATE/ MEDICO LEGAL CERTIFICATE**

OFFICE	Municipal Health Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	All bonafide constituents of Salay
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
Employment: a) Chest X-ray b) CBC c) Urinalysis	Laboratories

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		Municipal Police Station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit requirements	Receive requirement and assess the request Issue order of payment	Medical Certificate – 50.00 Medico-Legal Certificate – 300.00	5 minutes	Receiving Section of MHO
Pay the required fees	Receive payment and issue official receipt		5 minutes	Municipal Treasury Office
Proceed to Doctor's Room and receive the certificate	Prepare Permit and Sign the Permit and release to client		5 minutes	CHRISTY MARIE L. ROSALES, MD (Municipal Health Officer)
Total			15 minutes	
END OF TRANSACTION				

IN PATIENT OF SALAY MATERNITY LYING-IN FAMILY CARE CLINIC

OFFICE	Municipal Health Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL	All constituents of Salay and nearby municipalities who are about to give birth.			
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE			
NOT APPLICABLE	NOT APPLICABLE			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE

Go to the receiving section and Submit self for assessment	Entry on the electronic Individual Treatment Record (ITR), get vital signs, record on the ITR.	Free (Point of Service)	30 minutes	Midwife on duty
Go to Examination Room			30 minutes	Midwife on duty
Go to the Admitting Room			30 minutes	Midwife on duty
Go to the Examining Room for admission	Check patient's chart		30 minutes	Midwife on duty
Go to the Labor Room/ Delivery Room	Check patient's chart		Variable	Midwife on duty
May go home after 24 hrs	Patient's Chart Discharge instruction		30 minutes	Midwife on duty
Total				
END OF TRANSACTION				