

Carrascal, Ato ini!



Citizen's Charter

Office of the Municipal Health

**Quick Quality Services
to all Carrascalanons!**

Infirmery, Baybay,
8318 Carrascal, Surigao del Sur

For more information
Please Contact:
DR. JOSEPH. B. AGUE, M.D.
Municipal Health Officer
09084349644



www.carrascal.gov.ph

AVAILING OUTPATIENT CONSULTATION

SERVICE DESCRIPTION:

Out patient consultation is a service available at the Municipal Health Office to give assistance to individuals for the purpose of diagnosing, treating and giving appropriate medical services.

REQUIREMENTS: NONE

FEES:

Consultation Fee P10.00
Free for Medicare Para sa Masa Members

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Get a priority number The attending midwife registers and secures the chart of the patient. She fills out the Individual Treatment Record of the patient.	5 minutes	<i>Araceli O. Arreza Midwife II</i> <i>Mernalyn S. Reyes Midwife II</i>
2. Pay for the consultation fee Proceed to the Treasurer' Office to secure payment and receipt to be presented.	2 minute	<i>Lilian D. Frias Municipal Treasurer</i>
3. Examination of Patient The Health Officer examines the patient and may perform the following; • Refers to the medical technologist for laboratory procedures requested • Refers to the nurse for medicines available in the office and prescribe medications not available • Fill out referral slip for patients needing hospitalization.	15 minutes	<i>Joseph B. Ague, MD, MCHM Municipal Health Officer</i>
4. Go to the nurse room Available drugs and instructions may be provided for the patient.	9 minutes	<i>Marieta D. Yuhiutian, RN Public Health Nurse</i>

AVAILING OF MATERNAL HEALTH CARE SERVICES

SERVICE DESCRIPTION:

Maternal Care Services aim to assure that women of reproductive age are given the best care when they are pregnant, post partum and lactating.

REQUIREMENTS: Home Based Maternal Record/Mother and Baby Book

FEES: None

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Get priority number. Attending personnel registers the patient and fills out the Home Based Maternal Record / Mother and Baby Book and Individual Treatment Record.	5 minutes	<i>Mernalyn S. Reyes, RN Midwife II</i> <i>Araceli O. Arreza, RN Midwife II</i>
2. Pre-natal Examination The attending personnel examines the patient and performs the following services; • provide maternity care services. • advise patient. • give instruction on the next visit. • refer to the physician for patients with problem or patients seen for the first time.	30 minutes	<i>Mernalyn S. Reyes, RN Midwife II</i> <i>Araceli O. Arreza, RN Midwife II</i>

AVAILING OF IMMUNIZATION SERVICES

SERVICE DESCRIPTION:

THE PURPOSE of this service is to immunize children 0 to 11 months old from diseases which can be prevented through immunization.

REQUIREMENTS: Mother and Baby Book

FEES: None

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Present Mother and Baby book. The attending personnel registers the baby	2 minutes	<i>Mernalyn S. Reyes Midwife II</i>
2. Immunization. The attending personnel provides the desired vaccine and post immunization instructions	15 minutes	<i>Araceli O. Arreza Midwife II</i>

AVAILING OF FAMILY PLANNING SERVICES

SERVICE DESCRIPTION:

THE MUNICIPAL HEALTH OFFICE (MHO) manages a Family Planning Program to help women who wish to have less number of children through counseling of the various family planning methods for them to choose.

REQUIREMENTS: None

FEES:

There are some family planning commodities available to clients for free. Those who wish to avail other commodities; the MHO has a pop shop which can cater their individual needs.

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Approach the midwife in charge. The attending personnel counsels the client of the different family planning methods.	30 minutes	<i>Mernalyn S. Reyes Midwife II</i> <i>Araceli O.Arreza Midwife II</i>
2. Select which among the methods available according to your choice. The attending personnel thoroughly discusses with the client of the chosen method.	30 minutes	<i>Mernalyn S. Reyes Midwife II</i> <i>Araceli O.Arreza Midwife II</i>

AVAILING OF TREATMENT FOR MINOR SURGICAL CASES AND MEDICAL EMERGENCIES

SERVICE DESCRIPTION:

The MHO through the Infirmary which is open 24 hours offers this service to treat clients in need of minor surgical assistance and those in a state of medical emergency.

REQUIREMENTS:

FEES:

Suturing	3 stitches	P50.00	>3 P100.00
Dressing	Small	P5.00	
	Medium	P10.00	
	Large	P15.00	
Circumcision		P150.00	

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Get priority number. Emergency cases should proceed directly to the Emergency Room Attending personnel registers the client, secures chart and fills out the Individual Treatment Record	5 minutes	<i>Mernalyn S. Reyes</i> <i>Midwife II</i> <i>Araceli O.Arreza</i> <i>Midwife II</i>
2. Proceed to the Treatment room. The Physician performs the procedure desired.	Depends on the procedure done,	<i>Joseph B. Ague, MD, MCHM</i> <i>Municipal Health Physician</i>
4. Pay for the performed procedure.	2 minutes	<i>Lilian D. Frias</i> <i>Municipal Treasurer</i>

AVAILING LABORATORY EXAMINATION

SERVICE DESCRIPTION:

The MHO offers different laboratory examinations to aid in diagnosing diseases of patients.

REQUIREMENTS:

Official Receipt of payment of the services requested

FEES:

Urinalysis	P30.00
CBC	P50.00
Differential Stain	P25.00
Fasting Blood Sugar	P100.00
Hemoglobin/Hematocrit	
Determination	P25.00
Blood Typing	P25.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Present request. The attending personnel registers the patient.	2 minutes	<i>Roela Garay</i> <i>Medical Technologist</i>
2. Pay for the desired laboratory procedure.	2 minutes	<i>Lilian D. Frias</i> <i>Municipal Treasurer</i>
3. Specimen collection and laboratory examination The Medical Technologist performs the requested procedure.	Depends on the procedure;	<i>Roela Garay</i> <i>Medical Technologist</i>
	Urinalysis 30 mins. CBC 30 mins. FBS 5 mins. Hemoglobin det. 30 mins. Blood typing 10 mins. Platelet count 60mins. Stool exam 15 mins Sputum exam 1 hour	

ADMITTING PATIENTS AT THE BIRTHING HOME

SERVICE DESCRIPTION:

The MHO through the infirmary which is a BEMOC facility offers maternal services to ascertain the well-ness of would be mothers and their newborns.

REQUIREMENTS:

Mother and Baby Book

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<p>1. Present the Mother and Baby book.</p> <p>The attending personnel registers the patient, retrieves folder and makes a folder for new patient, fills out the chart, and notifies the Physician for the admission.</p>	5 minutes	<p><i>Juliet R. Arreza, RN Nurse II</i></p> <p><i>Gloreca P. Valle Midwife II</i></p>
<p>2. Submit self for examination.</p> <p>The Physician examines patient to determine stage of labor, and admit patient.</p>	10 minutes	<p><i>Joseph B. Ague, MD, MCHM Municipal Health Officer</i></p>

AVAILING DENTAL SERVICES

SERVICE DESCRIPTION:

The MHO through its dental section offers services to ensure oral health of the populace.

REQUIREMENTS: NONE

FEES:

Tooth extraction	P 40.00 each tooth
Temporary filling	P 60.00
Permanent filling	P100.00
Prophylaxis	P150.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<p>1. Get a priority number.</p> <p>The attending personnel registers patient and fills out the Individual Treatment Record</p>	5 minutes	<p><i>Mernalyn S. Reyes Midwife II</i></p> <p><i>Araceli O.Arreza Midwife II</i></p>
<p>2. Proceed to the dental area bringing along the Individual Treatment Record and present it to the dental aide.</p>	3 minutes	<p><i>Ronel Correos Dental Aide</i></p>
<p>3. Pay for the desired service</p>	2 minutes	<p><i>Lilian D. Frias Municipal Treasurer</i></p>
<p>4. Tooth examination Dentist performs the service, prescribes drugs and gives further instruction</p>	15 to 30 minutes	<p><i>Dr. Jeanette A. Tantay Public Health Dentist</i></p>
<p>5. Proceed to the nurse room and inquire availability of free drugs.</p>	5 minutes	<p><i>Marieta D. Yuhiutian, RN Public Health Nurse</i></p>

SECURING HEALTH AND MEDICAL CERTIFICATE

SERVICE DESCRIPTION:

Firms and government agencies may require Health Certificates from certain persons. This is especially true for those who are applying for a driver's license with the Land Transportation Office (LTO) and people seeking employment.

Schools also require students to secure a Medical Certificate before they are allowed to enroll.

REQUIREMENTS: NONE

FEES:

Medical/health certificate	P 60.00
Medico-legal certificate	P300.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Get a priority number. Attending patient registers patient and fills out the Individual Treatment Record	5 minutes	<i>Mernalyn S. Reyes Midwife II</i>
2. Examination Patient waits for his/her name to be called.	5 minutes	<i>Araceli O. Arreza Midwife II</i> <i>Joseph B. Ague, MD, MCHM Municipal Health Officer</i>
3. Pay for the certificate.	2 minutes	<i>Lilian D. Frias Municipal Treasurer</i>
4. Present receipt. An in-charge personnel prepares and submits the certificate for signature of the MHO.	5 minutes	<i>Mernalyn S. Reyes Midwife II</i>
5. Issuance of certificate.		<i>Joseph B. Ague, MD, MCHM Municipal Health Officer</i>

SECURING SANITARY PERMIT/HEALTH CERTIFICATE

SERVICE DESCRIPTION:

To ensure that the populace is protected from diseases resulting from various establishments and their crew, the office issues sanitary permits and health certificates for this purpose.

REQUIREMENTS:

Official Receipt for Sanitary Permit Fee and Health Certificate Fee

Specimen:

Food Handlers	Stool Sputum
Trisikad Drivers	Sputum

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Present official receipt of Sanitary Fee and Health Certificate Fee with the needed specimen required for the issuance of the sanitary permit and health certificate.		<i>Mrs. Roela O. Garay Medical Technologist</i>
2. Laboratory examination of the submitted specimen	Stool exam 15 mins Sputum exam 1 hour	<i>Mrs. Roela O. Garay Medical Technologist</i>
3. Submit result In-charge personnel prepares the sanitary and health certificate for approval of the MHO	5 minutes	<i>Alexis R. Coma Sanitation Inspector I</i> <i>Joseph B. Ague, MD., MCHM Municipal Health Officer</i>

AVAILING OF DRUGS:
• ANTI-TB
• ANTI-LEPROSY

SERVICE DESCRIPTION:

The MHO implements programs to treat and prevent communicable diseases like tuberculosis and leprosy from spreading.

REQUIREMENTS: Laboratory result

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Submit laboratory result to the MHO The Physician shall categorize patient and refer patient to the nurse for dispensing of drugs	5 minutes	<i>Joseph B. Ague, MD., MCHM Municipal Health Officer</i>
2. Proceed to the nurse's room Nurse instructs patient on how to take the medications and give further instructions	10 minutes	<i>Marieta D. Yuhiutian, RN Public Health Nurse</i>

DISCHARGING PATIENTS FROM THE BIRTHING HOME

SERVICE DESCRIPTION:

The MHO through the infirmary which is a BEMOC facility offers maternal services to ascertain the well-ness of would be mothers and their newborns.

REQUIREMENTS: NONE

FEES:

Delivery Room fee	P200.00
Delivery fee	P200.00
Hospital Stay	P30.00/day
Suturing fee	P100.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Wait for the physician's rounds The Physician makes the rounds, examines the patient, and completes the chart.	20 minutes	<i>Joseph B. Ague, MD, MCHM Municipal Health Officer</i>
2. Pay for the services rendered if not PhilHealth member.	2 minutes	<i>Lilian D. Frias Municipal Treasurer</i>
3. Present receipt to the health personnel on duty In-charge personnel discharges patient, instructs home medications and gives further health and medical advises.	15 minutes	<i>Juliet Arreza Nurse II Gloreca Valle Midwife II</i>

SECURING A BIRTH/DEATH CERTIFICATE

SERVICE DESCRIPTION:

Registering vital events like birth and death and to ensure that these events are properly recorded are one of the other services offered by the Municipal Health Office.

REQUIREMENTS: NONE

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Get the form from the Civil Registrar and present to the MHO to fill out form and sign.	5 minutes	<i>Joseph B. Ague, MD., MCHM Municipal Health Officer</i>

SKETCH MAP

Office of the Municipal Health

