INTEGRATED HEALTH SERVICES
AVAILING OF OUTPATIENT CONSULTATION AT THE RURAL HEALTH UNIT (RHU)

AVAILING OF IMMUNIZATION

AVAILING OF MATERNAL HEALTH CARE SERVICES

AVAILING OF DENTAL SERVICES

AVAILING OF FAMILY PLANNING SERVICES

AVAILING OF ANTI-TUBERCULOSIS DRUGS

AVAILING OF LABORATORY SERVICES

SECURING HEALTH/MEDICAL CERTIFICATE

SECURING SANITARY HEALTH CARD/SANITARY PERMIT

AVAILING OF DIABETIC CLUB MEMBERSHIP

AVAILING OF CIRCUMCISION SERVICE
AVAILING OF OUTPATIENT CONSULTATION AT THE RURAL HEALTH UNIT (RHU)

ABOUT THE SERVICE

THE RURAL HEALTH UNIT and Barangay Health Centers provide medical assistance to any person/individual. The Health Centers regularly give Primary Health Care services for general consultation and treatment of minor cases. Major surgical and medical cases are referred to nearby secondary and tertiary hospitals. (Emergency San Luis and Jose B. Lingad Memorial Hospital)

REQUIREMENTS

Community Tax Certificate (Cedula, Philhealth accreditation number), optional

AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 am to 5:00 pm (No noon Break). Rural Health Physician conduct OPD in scheduled barangay every Tuesday and Thursday.
### PROCEDURES

| Procedure                                                                 | Processing Time | Person/S
RESPONSIBLE |
|---------------------------------------------------------------------------|-----------------|----------------|
| Register the patient’s data on the Initial Treatment Records              | 3 minutes       | MRS. MARGARITA
SANchez
RURAL HEALTH MIDWIFE |
| Take note of the vital signs and medical history                          | 5 minutes       |               |
| Assess the client’s illness by physical examination as per CARI, CDD, CVD protocol, Educate patient before referring to the Public Health Nurse or Rural Health physician. | 5 minutes       |               |
### AVAILING OF OUTPATIENT CONSULTATION AT THE RURAL HEALTH UNIT (RHU)

#### HOW TO AVAIL THE SERVICE

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<th>PROCEDURES</th>
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</thead>
<tbody>
<tr>
<td>Examine the patient.</td>
<td>10 minutes</td>
<td><strong>DRA. MARLINE BAGTAS</strong>&lt;br&gt;Rural Health Physician</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>MS. ARLENE GOMEZ</strong>&lt;br&gt;Public Health Nurse</td>
</tr>
</tbody>
</table>

- **PROCEDURES**: Examine the patient.
- **PROCESSING TIME**: 10 minutes
- **PERSON/S RESPONSIBLE**: DRA. Marline Bagtas (Rural Health Physician), Ms. Arlene Gomez (Public Health Nurse)
## HOW TO AVAIL THE SERVICE

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<tr>
<td>Give medical advice and prescribe appropriate medicines.</td>
<td>5 minutes</td>
<td><strong>DRA. MARLINE BAGTAS</strong>&lt;br&gt;Rural Health Physician</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>MS. ARLENE GOMEZ</strong>&lt;br&gt;Public Health Nurse</td>
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## AVAILING OF OUTPATIENT CONSULTATION AT THE RURAL HEALTH UNIT (RHU)

### HOW TO AVAIL THE SERVICE

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<tbody>
<tr>
<td>Issue the available prescribed medicine.</td>
<td>3 minutes</td>
<td><strong>DRA. MARLINE BAGTAS</strong> Rural Health Physician</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>MS. ARLENE GOMEZ</strong> Public Health Nurse</td>
</tr>
</tbody>
</table>
**PROCEDURES** | **PROCESSING TIME** | **PERSON/S RESPONSIBLE**
---|---|---
For referral, give filled out referral slip form to other facilities. | 5 minutes |  
**DRA. MARLINE BAGTAS**  
Rural Health Physician  

**MS. ARLENE GOMEZ**  
Public Health Nurse
AVAILING OF OUTPATIENT CONSULTATION AT THE RURAL HEALTH UNIT (RHU)

FLOWCHART

START

REGISTRATION

3 MINUTES

MRS. MARGARITA SANCHEZ (RURAL HEALTH MIDWIFE)

EXAMINATION ON MEDICAL HISTORY

5 MINUTES

MRS. MARGARITA SANCHEZ (RURAL HEALTH MIDWIFE)

A

NEXT

PREV

BACK TO SERVICES
AVAILING OF OUTPATIENT CONSULTATION AT THE RURAL HEALTH UNIT (RHU)

FLOWCHART

START

ASSESSMENT BY PHYSICAL EXAMINATION

3 MINUTES

MRS. MARGARITA SANCHEZ (RURAL HEALTH MIDWIFE)

EXAMINATION

10 MINUTES

DRA. MARLINE BAGTAS / MS. ARLENE GOMEZ
Rural Health Physician / Public Health Nurse
AVAILING OF OUTPATIENT CONSULTATION AT THE RURAL HEALTH UNIT (RHU)

FLOWCHART

START

MEDICAL ADVICE

5 MINUTES

DRA. MARLINE BAGTAS / MS. ARLENE GOMEZ
Rural Health Physician / Public Health Nurse

PRESCRIPTION AND ISSUANCE OF AVAILABLE MEDICINE AND REFERRAL SLIP

5 MINUTES

DRA. MARLINE BAGTAS / MS. ARLENE GOMEZ
Rural Health Physician / Public Health Nurse

END

BACK TO SERVICES

PREV
THE PURPOSE of this health program is to immunize 0-12 months old babies from seven immunizable diseases such as Polio, DPT, TB, measles, Hepatitis B.

The Rural Health Unit also immunizes pregnant women beginning their 2nd trimester to prevent the occurrence of Tetanus Neonatorum in infants and to prevent them from acquiring Tetanus during delivery caused by unsterile equipments.

Requirements:

Early Child Care and Development Card (ECCD Card).

Availability of the Service:

Every Wednesday from 8:00 am to 12:00 noon in the Rural Health Unit as well as in every Barangay Health Stations (14).
**PROCEDURES**

<table>
<thead>
<tr>
<th>PROCEDURE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Interview the mother of the infant and check the ECCD card for the scheduled immunization. For new, register the infant to obtain an ECCD card.</td>
<td>3 minutes</td>
<td>MRS. MARGARITA SANCHEZ RURAL HEALTH MIDWIFE</td>
</tr>
<tr>
<td>Check for the vital signs of the infant to determine the presence of illness/wellness.</td>
<td>2 minutes</td>
<td></td>
</tr>
<tr>
<td>PROCEDURES</td>
<td>PROCESSING TIME</td>
<td>PERSON/S RESPONSIBLE</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
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<td>------------------------------------------</td>
</tr>
</tbody>
</table>
| Immunize the infant for 1 – ½ mos. old BCG, DPT/Polio/HEPA B with 28-30 days interval of the 2<sup>nd</sup> and 3<sup>rd</sup> immunization. At nine (9) months old immunize the infant for anti-measles and give 100,000 IU drops of Vitamin A. | 3 minutes       | **MS. ARLENE GOMEZ**
|                                                                           |                 | Public Health Nurse                      |
|                                                                           |                 | **MRS. MARGARITA SANCHEZ**
|                                                                           |                 | RURAL HEALTH MIDWIFE                    |
FLOWCHART

START

AVAILING OF IMMUNIZATION SERVICES

REGISTRATION OF THE INFANT AND INTERVIEW OF MOTHER

3 MINUTES

MRS. MARGARITA SANCHEZ (RURAL HEALTH MIDWIFE)

EXAMINATION OF INFANT

2 MINUTES

MRS. MARGARITA SANCHEZ (RURAL HEALTH MIDWIFE)

A

PREV NEXT
AVAILING OF IMMUNIZATION SERVICES

FLOWCHART

IMMUNIZATION

3 MINUTES

MS. ARLENE GOMEZ / MRS. MARGARITA SANCHEZ
PUBLIC HEALTH NURSE / RURAL HEALTH MIDWIFE

END

PREV

BACK TO SERVICES
ABOUT THE SERVICE

THE RURAL HEALTH OFFICE, main health center and satellite barangay health stations provides maternal services to pregnant and lactating mothers. The service includes pre-natal, natal and post natal care to ensure safe motherhood and deliveries to healthy babies. Family planning is also advocated postpartum.

Pap smear is also offered for the whole month of March which is considered a Women’s Month. Rural Health Physician schedules Pap smear in 14 barangay’s catering all women under reproductive age especially those who are sexually active.

REQUIREMENTS

Home Based Maternal Records (HBMR)

AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 am to 5:00 pm (NO Noon Break)
## HOW TO AVAIL THE SERVICE

### PROCEDURES

Accomplish the HBMR of the mother.

<table>
<thead>
<tr>
<th>PROCESSING TIME</th>
<th>PERSON/S RESPONSIBLE</th>
</tr>
</thead>
</table>
| 3 minutes       | Mrs. Margarita Sanchez  
Rural Health Midwife/Brgy. Midwife On-Duty |
## PROCEDURES

<table>
<thead>
<tr>
<th>PROCEDURES</th>
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<th>PERSON/S RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check for the vital signs of the mother to determine the risk factor.</td>
<td>5 minutes</td>
<td><strong>MS. ARLENE GOMEZ</strong> Public Health Nurse</td>
</tr>
<tr>
<td>Conduct physical examination of the mother. Request for Hgb-Hct and Hepa B screening of the mother.</td>
<td></td>
<td><strong>MRS. MARGARITA SANCHEZ</strong>, Rural Health Midwife/Brgy.Midwife On-Duty</td>
</tr>
</tbody>
</table>
## PROCEDURES

<table>
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<tr>
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</tr>
</thead>
</table>
| Orient the mother for proper nutrition and maternal care as well as family planning. | 5 minutes        | **MS. ARLENE GOMEZ**  
Public Health Nurse |
| Instruct mother on the danger signs of pregnancy                          |                 | **MRS. MARGARITA SANCHEZ**  
Rural Health Midwife/Brgy.. Midwife On-Duty |
| Advise the mother that of provision of micronutrients such as Ferrous Sulfate, Tetanus Toxoid and Vitamin A depends on trimester of pregnancy. |                 |                      |
AVAILING OF MATERNAL HEALTH CARE SERVICES

FLOWCHART

START

ACCOMPLISHMENT OF THE HBMR

3 MINUTES

MRS. MARGARITA SANCHEZ (RURAL HEALTH MIDWIFE)

EXAMINATION

5 MINUTES

MRS. ARLENE GOMEZ / MRS. MARGARITA SANCHEZ
PUBLIC HEALTH NURSE / RURAL HEALTH MIDWIFE/
BRGY. HEALTH SERVICE

A

BACK TO SERVICES
AVAILING OF MATERNAL HEALTH CARE SERVICES

FLOWCHART

A

ORIENTATION ON PROPER NUTRITION AND MATERNAL CARE

5 MINUTES

MRS. MARGARITA SANCHEZ (RURAL HEALTH MIDWIFE)

EDUCATION ON MATERNAL CARE

5 MINUTES

MRS. ARLENE GOMEZ / MRS. MARGARITA SANCHEZ
PUBLIC HEALTH NURSE / RURAL HEALTH MIDWIFE/
BRGY. HEALTH SERVICE

END
ABOUT THE SERVICE

THE DENTAL SERVICE of the RHU are available to all pre-schoolers, targeted school children, pregnant and lactating women and other adults to prevent and treat dental problems. The Municipality has an itinerant dental health team in every barangay to enhance awareness of dental services (“Sirang ngipin ay bunutin ng mukha mo’y aritistahin”).

AVAILABILITY OF THE SERVICE

Monday, Wednesday and Friday from 8:00 am to 5:00 pm (NO Noon Break). Every Tuesday and Thursday Public Health Dentist give Dental services in scheduled Daycare Center and Barangay Center.
**AVAILING OF DENTAL SERVICES**

- Register the patient in the dental form.
- Take & record the BP of the patient.
- Assess & take dental history of the patient.
- Perform the necessary dental procedure on the patient.

<table>
<thead>
<tr>
<th>PROCEDURES</th>
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<th>PERSON/S RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register the patient in the dental form.</td>
<td>3 minutes</td>
<td>Dra. Rachael Manlapaz, Public Health Dentist with Assistant</td>
</tr>
<tr>
<td>Take &amp; record the BP of the patient.</td>
<td>3 minutes</td>
<td></td>
</tr>
<tr>
<td>Assess &amp; take dental history of the patient.</td>
<td>5 minutes</td>
<td></td>
</tr>
<tr>
<td>Perform the necessary dental procedure on the patient.</td>
<td>5 minutes</td>
<td></td>
</tr>
</tbody>
</table>
FLOWCHART

START

REGISTRATION

3 MINUTES

DRA. RACHAEL MANLAPAZ (PUBLIC HEALTH DENTIST)

TAKING OF BLOOD PRESSURE

3 MINUTES

DRA. RACHAEL MANLAPAZ (PUBLIC HEALTH DENTIST)

A
AVAILING OF DENTAL SERVICES

A

ASSESSMENT OF DENTAL HISTORY

5 MINUTES

DRA. RACHAEL MANLAPAZ (PUBLIC HEALTH DENTIST)

DENTAL PROCEDURE

5 MINUTES

DRA. RACHAEL MANLAPAZ (PUBLIC HEALTH DENTIST)

END
FAMILY PLANNING SERVICE provides not only family planning commodities but also includes Basic Family Planning Education (Mother’s Class/ Barangay), Information on different Family Planning Methods as well as Family Planning Counseling to all women of reproductive age. It can also provide mothers of malnourished children and malnourished pregnant and lactating mothers information on nutrition geared toward improving nutritional status.

**REQUIREMENTS**

Family Planning Form

**AVAILABILITY OF THE SERVICE**

Monday to Friday from 8:00 am to 5:00 pm (NO Noon Break)
## AVAILING OF FAMILY PLANNING SERVICES

### HOW TO AVAIL THE SERVICE

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Interview client and ask to fill-up the family Planning Form.</td>
<td>5 minutes</td>
<td>MRS. MARGARITA SANCHEZ Rural Health Midwife/Brgy. Midwife On-Duty</td>
</tr>
<tr>
<td>Get the vital signs of client. Conduct initial physical examination before referral to the physician.</td>
<td>5 minutes</td>
<td></td>
</tr>
</tbody>
</table>

**PROCEDURES**

- Interview client and ask to fill-up the family Planning Form.
- Get the vital signs of client. Conduct initial physical examination before referral to the physician.
## AVAILING OF FAMILY PLANNING SERVICES

### HOW TO AVAIL THE SERVICE

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</thead>
</table>
| Assess the client, counsel the client on the Family Planning methods availability. | 5 minutes | **DRA. MARLINE BAGTAS**  
Rural Health Physician  
**MS. ARLENE GOMEZ**  
Public Health Nurse |
### PROCEDURES

<table>
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</tr>
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</table>
| Give instruction to PHN/RHM on the chosen method of the client.            | 3 minutes       | **DRA. MARLINE BAGTAS**  
Rural Health Physician                                                      |
| Orient the client on the family planning method selected.                 | 5 minutes       | **MS. ARLENE GOMEZ**  
Public Health Nurse/Rural Health Midwife On-Duty                            |
| Remind the client on the regular follow-up and pap smear schedule         |                 |                                                           |
AVAILING OF FAMILY PLANNING SERVICES

FLOWCHART

START

INTERVIEW AND EVALUATION

5 MINUTES

MRS. MARGARITA SANCHEZ Rural Health Midwife/Barangay Midwife On-Duty

PHYSICAL EXAMINATION

5 MINUTES

MRS. MARGARITA SANCHEZ Rural Health Midwife/Barangay Midwife On-Duty

A

PREV NEXT
AVAILING OF FAMILY PLANNING SERVICES

FLOWCHART

ASSESSMENT

3 MINUTES

DRA. MARLINE BAGTAS / MS. ARLENE GOMEZ
Rural Health Physician / Public Health Nurse

INSTRUCTION TO THE PHN/RHM

5 MINUTES

DRA. MARLINE BAGTAS, Rural Health Physician
ABOUT THE SERVICE

THE MUNICIPAL HEALTH OFFICE (MHO) manages an anti-tuberculosis program. The program aims at and controlling the spread/transmission of tuberculosis (San Simon TB Task Force) in the community. The main objective is to identify and treat patients with TB by providing anti-tuberculosis drugs for free using the DOTS.

REQUIREMENTS

- AFB Sputum Exams (3 Sputum)
- Chest X-ray result
- TB Treatment card
- TB Registration

AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 am to 5:00 pm (NO Noon Break)
## Procedures

<table>
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<tbody>
<tr>
<td>Determine if the client is TB symptomatic through initial assessment on the medical history and record in the Initial Treatment Record.</td>
<td>3 minutes</td>
<td>MRS. MARGARITA SANCHEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rural Health Midwife/Brgy. Midwife On-Duty</td>
</tr>
<tr>
<td>PROCEDURES</td>
<td>PROCESSING TIME</td>
<td>PERSON/S RESPONSIBLE</td>
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</tbody>
</table>
| Give instruction to PHN/RHM on the appropriate treatment needed by the patient after thorough assessment. | 5 minutes | DRA. MARLINE BAGTAS  
Rural Health Physician |
| If the patient is a suspected TB case, collect 3 sputum specimens as instructed and submit it to the Medical Technologist for examination. Instruct the client to return after 3 days for the result of the sputum exam. | 3 days | MRS. FRANCISCA GUDELIA PANGILINAN, Medical Technologist/  
Rural Health Midwife On-Duty |
### AVAILING OF ANTI-TUBERCULOSIS DRUGS

#### HOW TO AVAIL THE SERVICE

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</table>
| **Enrollment of Patient** | 10 minutes | **MS. ARLENE GOMEZ**  
Public Health Nurse /  
Rural Health Midwife  
On-Duty |

- **a.** Assess patient if eligible as National Tuberculosis Program (NTP) beneficiary.
- **b.** If not eligible, proceed to chest x-ray for other categories of treatment.
- **c.** If eligible, enroll patient and issue NTP identification card.
**AVAILING OF ANTI-TUBERCULOSIS DRUGS**

### HOW TO AVOID THE SERVICE

<table>
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| Enrollment of Patient d. Give patient info-education about TB Disease and Control and the importance of the Directly Observed Treatment (DOTS) for Short Course Chemotherapy (SCC) with his/her treatment partner. | 10 minutes | **MS. ARLENE GOMEZ**  
Public Health Nurse / Rural Health Midwife On-Duty |

**PROCEDURES**

- **Enrollment of Patient**
  - d. Give patient info-education about TB Disease and Control and the importance of the Directly Observed Treatment (DOTS) for Short Course Chemotherapy (SCC) with his/her treatment partner.
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<tr>
<td><strong>Enrollment of Patient</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Issue initial TB drug supply to treatment partner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Instruct patient where to report for his daily intake of TB drugs; and about the follow-up sputum re-examination schedule.</td>
<td>30 minutes – 1 hour</td>
<td><strong>MS. ARLENE GOMEZ</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Health Nurse / Rural Health Midwife On-Duty</td>
</tr>
</tbody>
</table>
AVAILING OF ANT-TUBERCULOSIS DRUGS

FLOWCHART

START

INTERVIEW AND EVALUATION

3 MINUTES

MRS. MARGARITA SANCHEZ Rural Health Midwife/Barangay Midwife On-Duty

PHYSICAL AND MEDICAL EXAMINATION

5 MINUTES

DRA. MARLINE BAGTAS, Rural Health Physician

A
FLOWCHART

EXAMINATION OF SPUTUM SPECIMEN

3 DAYS

DRA. MARLINE BAGTAS / MRS. FRANCISCA GUDELIA PANGILINAN
RURAL HEALTH PHYSICIAN       MEDICAL TECHNOLOGISTS

ENROLLMENT OF PATIENT

10 MINUTES

MRS. ARLENE GOMEZ, RURAL HEALTH NURSE
FLOWCHART

AVAILING OF ANTI-TUBERCULOSIS DRUG

TUBERCULOSIS TREATMENT

ELIGIBLE

- ISSUANCE OF NTP CARD
- INFO-EDUCATION ABOUT TB
- ISSUANCE OF INITIAL TB TREATMENT
- SCHEDULING FOR THE FOLLOW-UP SPUTUM RE-EXAMINATION

NOT ELIGIBLE

- CHEST – XRAY EXAMINATION
- TREATMENT

10 MINUTES

DRA. MARLINE BAGTAS / MRS. FRANCISCA GUDELIA PANGILINAN
RURAL HEALTH PHYSICIAN / MEDICAL TECHNOLOGISTS

BACK TO SERVICES

END

PREV
ABOUT THE SERVICE

THE MUNICIPAL HEALTH OFFICE (MHO) provide laboratory services to every constituent of the municipality. Services are available free of charge to the indigents. These services includes the following:

- Urinalysis
- FecalYSIS
- Sputum Examination

REQUIREMENTS

Laboratory Request/Specimen
Monday to Friday from 8:00 am to 5:00 pm (NO Noon Break) except 2nd Wednesday of the month, (Monthly meeting IPHO). Every Thursday Medical Technologist visits scheduled barangay to collect and test sputum of suspected TB patients.
### HOW TO AVAIL THE SERVICE

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<tbody>
<tr>
<td>Register the client in the logbook. Ask for the laboratory request and instruct client on getting the specimen properly.</td>
<td>3 minutes</td>
<td>MRS. FRANCISCA GUDELIA PANGILINAN, Medical Technologist</td>
</tr>
<tr>
<td>Submit/Extract Specimen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Identify properly the specimen;</td>
<td>5-10 minutes</td>
<td></td>
</tr>
<tr>
<td>b. Prepare and read specimen</td>
<td></td>
<td></td>
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</tbody>
</table>
## AVAILING OF LABORATORY SERVICES

### HOW TO AVOID THE SERVICE

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Release the results on the scheduled time and ask the patient to sign in the logbook.</td>
<td>5 -10 minutes</td>
<td>MRS. FRANCISCA GUDELIA PANGILINAN, Medical Technologist</td>
</tr>
</tbody>
</table>

- **MRS. FRANCISCA GUDELIA PANGILINAN,** Medical Technologist
AVAILING OF LABORATORY SERVICES

FLOWCHART

START

REGISTRATION

3 MINUTES

MRS. FRANCISCA GUDELIA PANGILINAN  MEDICAL TECHNOLOGIST

SUBMISSION/EXTRACTION OF SPECIMEN

5 - 10 MINUTES

MRS. FRANCISCA GUDELIA PANGILINAN  MEDICAL TECHNOLOGIST

A
AVAILING OF LABORATORY SERVICES

FLOWCHART

A

EVALUATION

5 - 10 MINUTES

MRS. FRANCISCA GUDELIA PANGILINAN  MEDICAL TECHNOLOGIST

RELEASING

3 MINUTES

MRS. FRANCISCA GUDELIA PANGILINAN  MEDICAL TECHNOLOGIST

END

BACK TO SERVICES

PREV
ISSUANCE OF MEDICAL /HEALTH CERTIFICATE is a provision in the 2008 Revised Revenue Code of the municipality of San Simon, Pampanga under Article 4E.01 which is a legal documentation of the health status the patient within the jurisdiction of the municipality.

Personal appearance of the person in need of the service. Individuals engaged in an occupation or working in the following establishments, are hereby required to undergo physical and medical examination before they can be employed and once every six months (6) thereafter.
SECURING HEALTH / MEDICAL CERTIFICATE

REQUIREMENTS

FOOD ESTABLISHMENTS – establishments where food or drinks are manufactured, processed, stored or served.

PUBLIC SWIMMING or BATHING PLACES.

DANCE SCHOOLS, DANCE HALLS and NIGHTCLUBS (including dance instructors, hostess, cooks, bartenders, waitress, etc.)

TONSORIAL and BEAUTY ESTABLISHMENTS (including employees of barber shops, beauty parlors, hairdressing and manicuring establishments, exercise gyms and figure slendering saloons, facial centers, aromatherapy establishments, etc.)

MASSAGE CLINICS and SAUNA BATH ESTABLISHMENTS (including masseurs, massage clinic/sauna bath attendants, etc.)

HOTEL, MOTELS and APARTMENTS, LODGING, BOARDING, or TENEMENT HOUSES, and CONDOMINIUMS.
SECURING HEALTH / MEDICAL CERTIFICATE

FEES

Based on Chapter IV, Art. E, Sec. 4E.01 of the Revised Revenue Code of 2008

A fee of **FIFTY PESOS (Php. 50.00)** shall be collected from any person who is given a **physical examination and medical certificate** by the Municipal Health Officer or his duly authorized representative, as required by existing ordinances with the issuance of Municipal Receipt thereto.

A fee of **TWENTY PESOS (Php. 20.00)** shall be collected for each **additional copy** of subsequent issuance of a copy of the initial **medical certificate** issued by the Municipal Health Officer.

AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 am to 5:00 pm (NO Noon Break)
## HOW TO AVAIL THE SERVICE

<table>
<thead>
<tr>
<th>APPLICANT/CLIENT</th>
<th>DEPARTMENT ACTIVITY/ACTION TAKEN</th>
<th>PROCESSING TIME</th>
<th>PERSON/S RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure old file flier, fill-up initial form for new patient from the information desk.</td>
<td>Look for the old file of the patient or gather clinical record for new patients.</td>
<td>3 minutes</td>
<td>MS. ARLENE GOMEZ</td>
</tr>
<tr>
<td>Proceed to the Nurse Room</td>
<td>Monitor vital signs and inquire for the chief complaint.</td>
<td>3 minutes</td>
<td>Public Health Nurse / Rural Health Midwife On-Duty</td>
</tr>
</tbody>
</table>

**MS. ARLENE GOMEZ**  
Public Health Nurse / Rural Health Midwife On-Duty
# Securing Health / Medical Certificate

## How to Avail the Service

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Processing Time</th>
<th>Person/S Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceed to the Doctor’s Office for further evaluation and assessment.</td>
<td>5 minutes</td>
<td>Dra. Marline Bagtas Rural Health Physician</td>
</tr>
<tr>
<td>Payment of fees at the Rural Health Unit with the Issuance of Municipal Receipts.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# How to Avail the Service

<table>
<thead>
<tr>
<th>Applicant/Client</th>
<th>Department Activity/Action Taken</th>
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</thead>
<tbody>
<tr>
<td>A. Receiving if without problems and no need for further work up.</td>
<td>Releasing and documentation</td>
<td>3-5 minutes, depends on the time each laboratory requirement/s will take</td>
<td>Dra. Marline Bagtas, Rural Health Physician / Ms. Arlene Gomez, Public Health Nurse</td>
</tr>
<tr>
<td>B. Accomplishments of further requirements ex. Laboratories.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECURING HEALTH / MEDICAL CERTIFICATE

FLOWCHART

START

EVALUATION OF WRITTEN REQUEST AND REQUIREMENTS

3 MINUTES

Ms. Arlene Gomez, Public Health Nurse

ASSESSMENT

3 MINUTES

Dra. Marline Bagtas, Rural Health Physician

A
FLOWCHART

SECURING HEALTH / MEDICAL CERTIFICATE

ISSUANCE

3-5 MINUTES

DRA. MARLINE BAGTAS, Rural Health Physician

END

PREV
ISSUANCE OF SANITARY HEALTH CARD/SANITARY PERMIT is issued at the Municipality of San Simon after presenting the requirements to the Sanitary Inspectors. Inspection to Establishments/Industries is conducted to ensure public safety.

**REQUIREMENTS**

**SANITARY HEALTH CARD**
- Hepatitis Screening
- Chest X-ray
- Urine
- Stool exam
- Drug Test (optional)
SECURING SANITARY HEALTH CARD/SANITARY PERMIT

➤ REQUIREMENTS

➤ SANITARY HEALTH CARD

- Hepa Screening (Food establishment)
- Chest X-ray
- Urine
- Stool exam
- Drug Test (optional)

➤ ESTABLISHMENTS/INDUSTRIAL

- Barangay Clearance
- Environmental Compliance Certificate
- DENR
- Waste Water Treatment (for Industrial only)

➤ AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 am to 5:00 pm (NO Noon Break)
### SECURING SANITARY HEALTH CARD/SANITARY PERMIT

#### PROCEDURES

Present the requirements to the Sanitary Inspector for assessment if applicant is qualified for securing Sanitary Health Card/Permit.

<table>
<thead>
<tr>
<th>PROCESSING TIME</th>
<th>PERSON/S RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 minutes</td>
<td>Mrs. BUENA CRUZ, SANITARY INSPECTOR</td>
</tr>
<tr>
<td></td>
<td>MS. ATANACIA PENA SANITARY INSPECTOR</td>
</tr>
</tbody>
</table>
### PROCEDURES

For Establishments/Industries securing Sanitary Permit inspection will be done before the issuance of Sanitary Permit.

### PROCESSING TIME

| 1-2 hour |

### PERSON/S RESPONSIBLE

- **MRS. AMELIA ROSCO**
  - SANITARY INSPECTOR
- **MR. CITA SANTOS**
  - SANITARY INSPECTOR
### HOW TO AVAIL THE SERVICE

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<tr>
<td>If applicant requirements passed the evaluation, Sanitary Health Card/Sanitary Permit will be issued.</td>
<td>3 minutes</td>
<td>Mrs. BUENA CRUZ, SANITARY INSPECTOR</td>
</tr>
</tbody>
</table>
SECURING SANITARY HEALTH CARD/SANITARY PERMIT

FLOWCHART

START

PRESENTATION/ASSESSMENT OF REQUIREMENTS
3 MINUTES
MRS. BUENA CRUZ, MS. ATANACIA PENA, MRS. AMELIA ROSCO, MS. CITA SANTOS
SANITARY INSPECTOR

INSPECTION OF ESTABLISHMENTS/INDUSTRIES
1-2 HOURS
MRS. BUENA CRUZ, MS. ATANACIA PENA, MRS. AMELIA ROSCO, MS. CITA SANTOS
SANITARY INSPECTOR

A

PREV NEXT
FLOWCHART

START

ISSUANCE OF SANITARY HEALTH CARD/SANITARY PERMIT

3 MINUTES

MRS. BUENA CRUZ, MS. ATANACIA PENA, MRS. AMELIA ROSCO, MS. CITA SANTOS
SANITARY INSPECTOR

END

BACK TO SERVICES
ABOUT THE SERVICE

THE MUNICIPAL HEALTH OFFICE (MHO) organized Diabetic Club Organization for the reason that diabetic patients in our town continue to arise. Diabetic patients are given available medicines for diabetes and free screening in every Barangay. Our 7 Rural Health Midwives were given each a glucometer for blood sugar monitoring. Health Teachings are given to Diabetic Patients for them to be aware for the DO’s and DON’T’s of their illness.

REQUIREMENTS

Community Tax Certificate (cedula), optional

AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 am to 5:00 pm (No noon Break). Rural Health Physician conduct OPD in scheduled Barangay every Tuesday and Thursday. Public Health Nurse, Rural Health Midwife and Barangay Midwife On-Duty can assist the patient if the Rural Health Physician is not available.
## How to Avail the Service

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</tr>
</thead>
<tbody>
<tr>
<td>Register the Patient on the Diabetic Patient’s Record Sheet.</td>
<td>3 minutes</td>
<td><strong>MS. ARLENE GOMEZ</strong>&lt;br&gt;Public Health Nurse</td>
</tr>
<tr>
<td>Take Note of the Vital Signs and Medical History.</td>
<td>5 minutes</td>
<td><strong>MRS. MARGARITA SANCHEZ</strong>&lt;br&gt;Rural Health Midwife/Brgy..&lt;br&gt;Midwife On-Duty</td>
</tr>
</tbody>
</table>
AVAILING DIABETIC CLUB MEMBERSHIP

<table>
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<th>PROCEDURES</th>
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</thead>
<tbody>
<tr>
<td>Examine Patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Give Medical advice and prescribe appropriate medicines</td>
<td>5 minutes</td>
<td>DRA. MARLINE BAGTAS</td>
</tr>
<tr>
<td>Issue available prescribed medicine.</td>
<td></td>
<td>Rural Health Physician</td>
</tr>
</tbody>
</table>
### AVAILING DIABETIC CLUB MEMBERSHIP

#### HOW TO AVAIL THE SERVICE

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</table>
| Register Patient on the database for Diabetic Club Membership.             | 3 minutes       | **MS. APRIL GOZUM**
|                                                                           |                 | MUNICIPAL HEALTH NURSE STAFF          |
FLOWCHART

START

REGISTER PATIENT ON THE DIABETIC PATIENT’S RECORD SHEET

3 MINUTES

MS. ARLENE GOMEZ
Public Health Nurse

MRS. MARGARITA SANCHEZ
Rural Health Midwife/Barangay Midwife On-Duty

ASSESSMENT

5 MINUTES

MRS. MARGARITA SANCHEZ
Rural Health Midwife/Barangay Midwife On-Duty

A

PREV NEXT
REGISTRATION ON THE DATABASE FOR DIABETIC CLUB MEMBERSHIP

3 MINUTES

MS. APRIL GOZUM, MUNICIPAL HEALTH NURSE DTAFF

END
ABOUT THE SERVICE

THE RURAL HEALTH OFFICE offers circumcision to ten years old and above male children of San Simon every Month of April and May. This is to welcome them to manhood. This service is to provide free circumcision to children whose parents cant afford to bring their children to hospital to acquire circumcision service.

REQUIREMENTS

10 years old and above male children

AVAILABILITY OF THE SERVICE

For the whole Month of April and May. Specific date is scheduled per Barangay.
## HOW TO AVAIL THE SERVICE

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</table>
| Register Patient on the Circumcision Sheet Record and secure Consent to Parent/Guardian. | 3 minutes | MS. APRIL GOZUM, RN  
MUNICIPAL HEALTH NURSE STAFF/OTHER RHU STAFF ON DUTY |
## PROCEDURES

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</thead>
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<tr>
<td>Assessment of Client if qualified for circumcision.</td>
<td>10 - 15 minutes</td>
<td>Dra. Marline Bagtas</td>
</tr>
<tr>
<td>Circumcision Procedure is done.</td>
<td></td>
<td>Rural Health Physician</td>
</tr>
</tbody>
</table>

**How to Avail the Service**

1. Assessment of Client if qualified for circumcision.
2. Circumcision Procedure is done.

**Precautions:**
- Hygiene and sanitation are crucial.
- Proper pain management techniques should be employed.
- Follow-up care is necessary for healing.

**Contact Information:**
- Dra. Marline Bagtas
- Rural Health Physician

**Location:**
- San Simon Municipal Health Center

**Operating Hours:**
- Monday to Friday: 8:00 AM to 5:00 PM
- Saturday: 8:00 AM to 12:00 PM

**Payment Options:**
- Cash
- Debit/Credit cards

**Accessibility:**
- Handicapped access available
- Wheelchair-friendly

**Additional Services:**
- Health check-ups
- Immunizations
- Maternity care

**Contact for More Information:**
- 0923 123 4567
-.healthservices@san-simon.gov.ph
### AVAILING OF CIRCUMCISION SERVICE

#### HOW TO AVAIL THE SERVICE

<table>
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</table>
| Give Antibiotics and Pain Relievers to Guardian of the child and instruct on how to give the medicines to the child. | 5 minutes | MS. APRIL GOZUM, RN  
MUNICIPAL HEALTH NURSE  
STAFF/OTHER RHU STAFF ON DUTY |
| Give instruction on How to Clean the circumcized organ. | | |
START

REGISTRATION AND SECURING OF CONSENT
3 MINUTES
**MS. APRIL GOZUM RN**, MUNICIPAL HEALTH NURSE STAFF/ OTHER RHU STAFF ON DUTY

ASSESSMENT
10 - 15 MINUTES
**DRA. MARLINE BAGTAS**, Rural Health Physician
AVAILING OF CIRCUMCISION SERVICE

FLOWCHART

START

CIRCUMCISION PROCEDURE

10 -15 MINUTES

DRA. MARLINE BAGTAS, Rural Health Physician

ISSUANCE OF MEDICINE AND HEALTH TEACHINGS

5 MINUTES

MS. APRIL GOZUM RN, MUNICIPAL HEALTH NURSE STAFF/ OTHER RHU STAFF ON DUTY

END

PREV