

RURAL HEALTH UNIT
Office

OUTPATIENT CONSULTATION

Frontline Service

❖ **ABOUT THE SERVICE:**

The Municipal Health Office through its Main Health and Barangay Health Centers regularly renders free primary health care services for medical consultation and treatment of minor cases. The objective is more on the preventive and promotive aspect of health. Major surgical and medical cases. Are usually referred to nearby secondary and tertiary hospitals such as Porac District Hospital, Diosdado Macapagal Memorial Hospital, Jose B. Lingad Memorial Hospital, Romana Pangan District Hospital, and Ospital Ning Angeles.

❖ **REQUIREMENTS:**

- ✓ Family number;
- ✓ Early Child Care and Development (EDDC) card (for 0-5 yrs. old pts)
- ✓ Referral slip

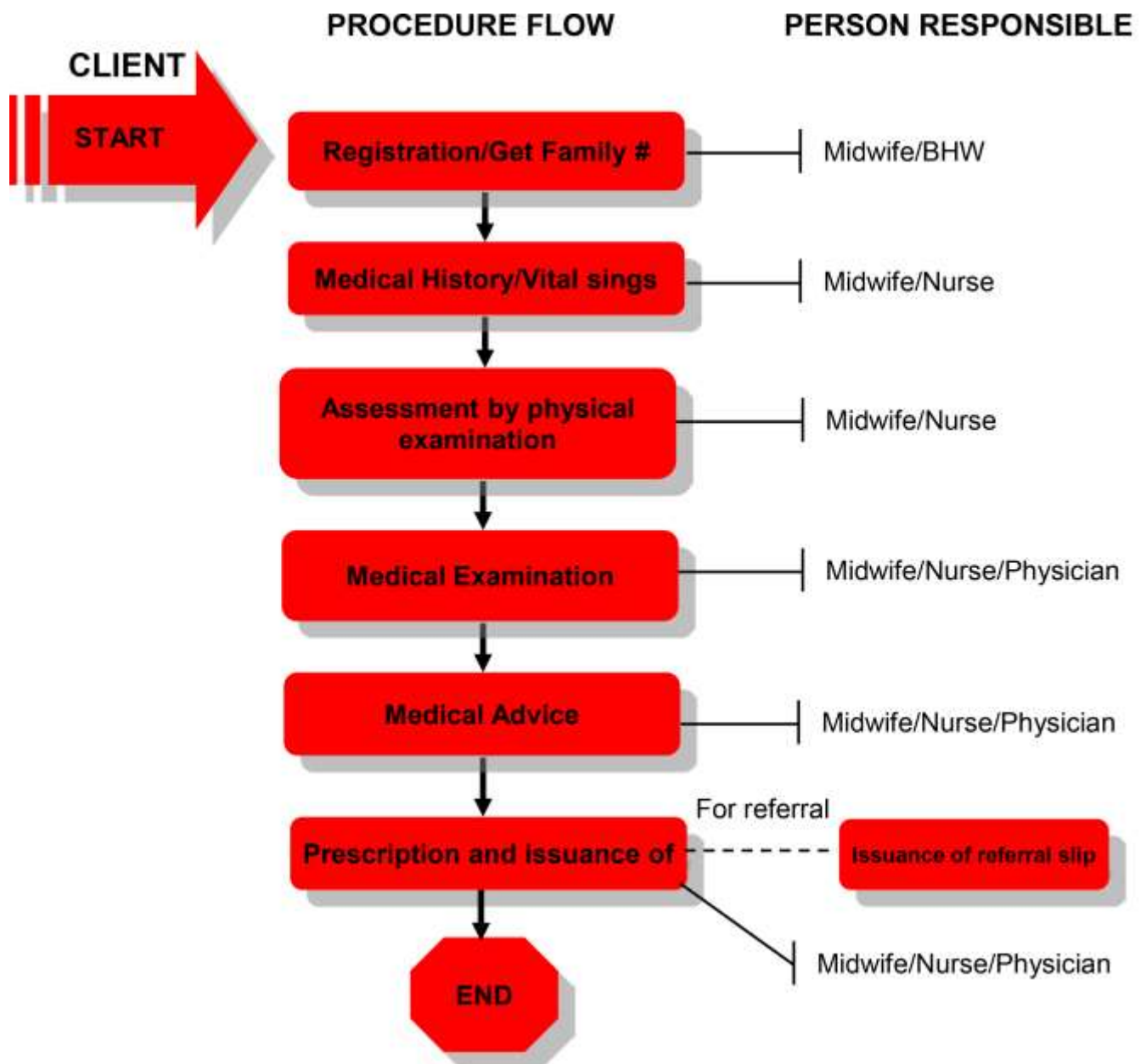
❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

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

❖ **HOW TO AVAIL THE SERVICE:**

Procedures	Processing Time	Person Responsible
1. Register the patient's data on the initial Treatment Record.	5-10 minutes	BHW/Midwife on Duty
2. Take note of the vital signs and medical history.	5-10 minutes	
3. Assess the client's illness but physical examination as per CARI, CDD, IMCI, CVD, DM protocol. Educate patients before referring to the Public Health Nurse or Rural Health Physician.	10-15 minutes	
4. Examine the patient.	10-15 minutes	Public Health Nurse/Rural Health Physician

❖ FLOWCHART:



RURAL HEALTH UNIT
Office

REPRODUCTIVE HEALTH CARE

Frontline Service

❖ **ABOUT THE SERVICE:**

This is a program of the Municipal Health Office intended especially for workers in the entertainment industry. The objective is to identify and treat Sexually Transmitted Infections. It also aims to promote wholesome family and community welfare in keeping the municipality HIV/AIDS-free. Those who pass the examination are given a health certificate.

❖ **REQUIREMENTS:**

- **New client:**
 - ✓ Community Tax Certificate
 - ✓ Birth Certificate
 - ✓ Barangay clearance
 - ✓ Police clearance
 - ✓ 3 pcs. 1 x 1 ID picture
- **Old client:**
 - ✓ Health Certificate (Pink Card)

- ❖ **FEES** Based on Art. D, Sec. D.01(Imposition of Fee) of Tax Ordinance no.77 s 2002 also known as Updated Revenue Code of the Municipality of Porac.

Health Certificates Fee - Php 100.00

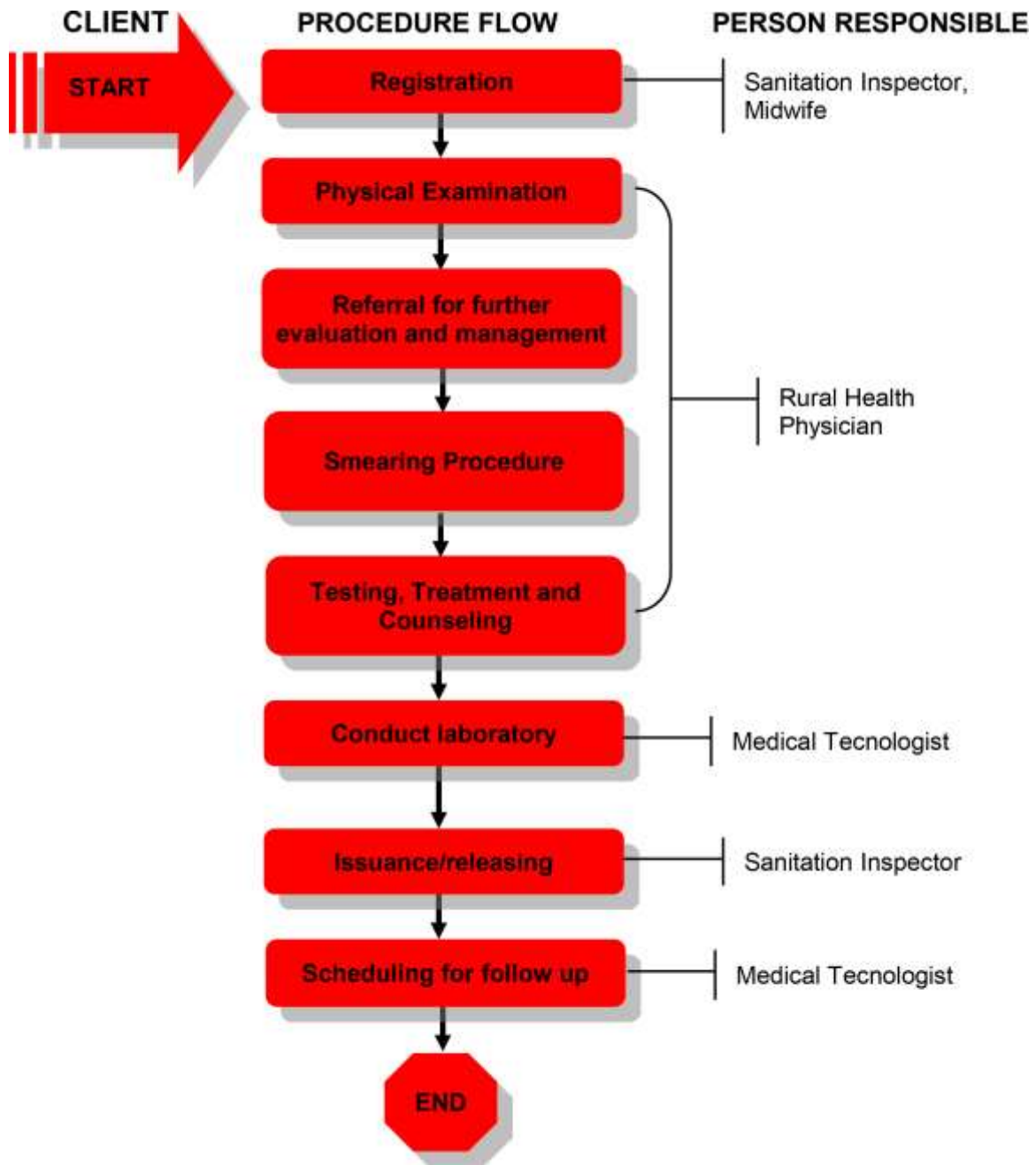
❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

Tuesday or Wednesday from 2:00 p.m. to 4:00 p.m.

❖ **HOW TO AVAIL THE SERVICE:**

Procedures	Processing Time	Person Responsible
1. Get information on the ff: name, age, address, gravida/parity, name of establishment/operator' location of business	5-10 minutes	Sanitation Inspector/Midwife
2. Conduct physical examination and prepare the client for smearing while explaining the procedures to be done.	15-20 minutes	Midwife/Physician
3. Depending on the initial assessment, refer client for further evaluation and management.		
4. Smear the client and advice to claim the result after 2-3 working days.	5-10 minutes	Physician
5. Conduct laboratory procedures such as gram's staining, microscopic reading	15-20 minutes	Med Tech
6. Give the client the schedule of the next smearing and/or confirmatory testing	5 minutes	Med tech
7. Issuance releasing of certificate	5-10 minutes	Sanitation inspector
8. Conduct testing, treatment & counseling when necessary	5-10 minutes	physician
9. Advise the client to return after 7-14 days after the visit for ff-up of treated cases	3-5 minutes	physician

❖ FLOWCHART:



RURAL HEALTH UNIT
Office

IMMUNIZATION SERVICES

Frontline Service

❖ **ABOUT THE SERVICE:**

The purpose of this health program is to immunize 0 – 12 months old infants from seven preventable diseases such as polio ,DPT, TB, measles, hepatitis B.

The Municipal Health Office also immunizes pregnant mothers on their 2nd trimesters (5 months) to prevent the occurrence of Tetanus neonatorum in infants.

❖ **REQUIREMENT(S):**

- ✓ Family Number
- ✓ Early Child Care Development Card (EDDC Card)

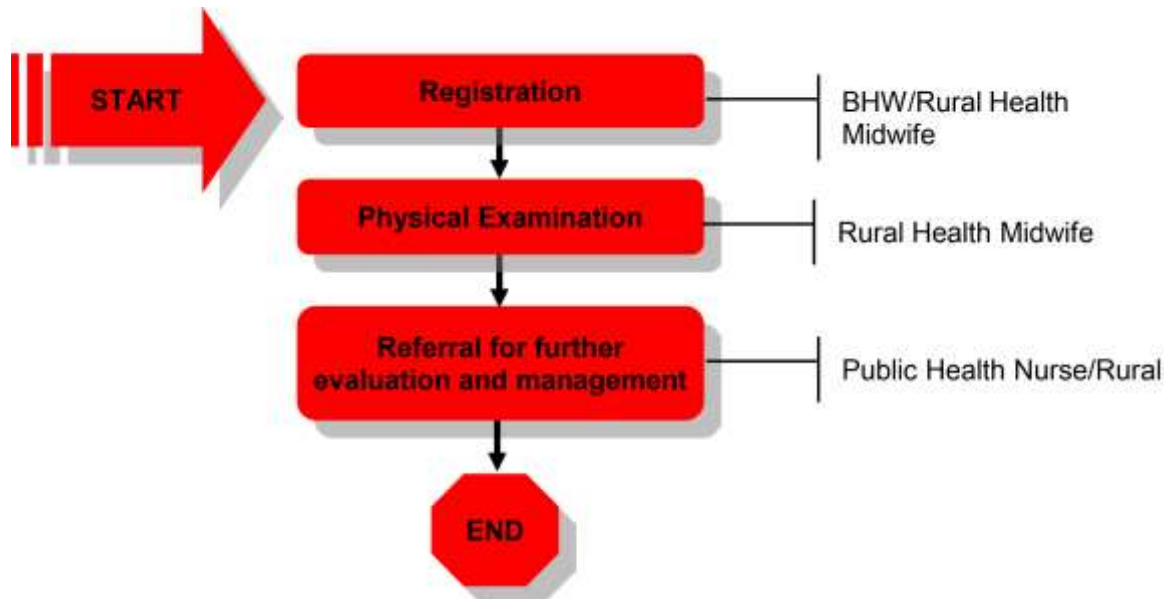
❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

Once a month per barangay as scheduled.

❖ **HOW TO AVAIL THE SERVICE:**

Procedures		Processing Time	Person Responsible
1.	Register and interview the mother of infant and check the ECCD card for the scheduled immunization. For new, register the infant to obtain an ECCD card.	10-15 minutes	BHW/Rural health midwife
2,	Check for the vital signs of the infant to determine the presence of illness/wellness		
3,	Immunize the infant for 1-1/2 mos.old BCG, DPT/polio/HEPA B with 28-30 days interval for the 2 nd and 3 rd immunization. At nine (9) months old immunize the infant for anti-measles and give 100,000 IU drops of vitamin A	15 minutes per patient	Public health Nurse/Rural Health Midwife

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RURAL HEALTH UNIT
Office

**MATERNAL HEALTH CARE
SERVICES**

Frontline Service

❖ **ABOUT THE SERVICE:**

The Municipal Health Care Office through its main health center and satellite barangay health stations provides maternal services to pregnant and lactating mothers. The service includes pre-natal and post natal care to ensure safe motherhood and deliveries to healthy babies.

❖ **REQUIREMENTS**

- ✓ Family Number
- ✓ Referral slip
- ✓ Home-based maternal record (HBMR)

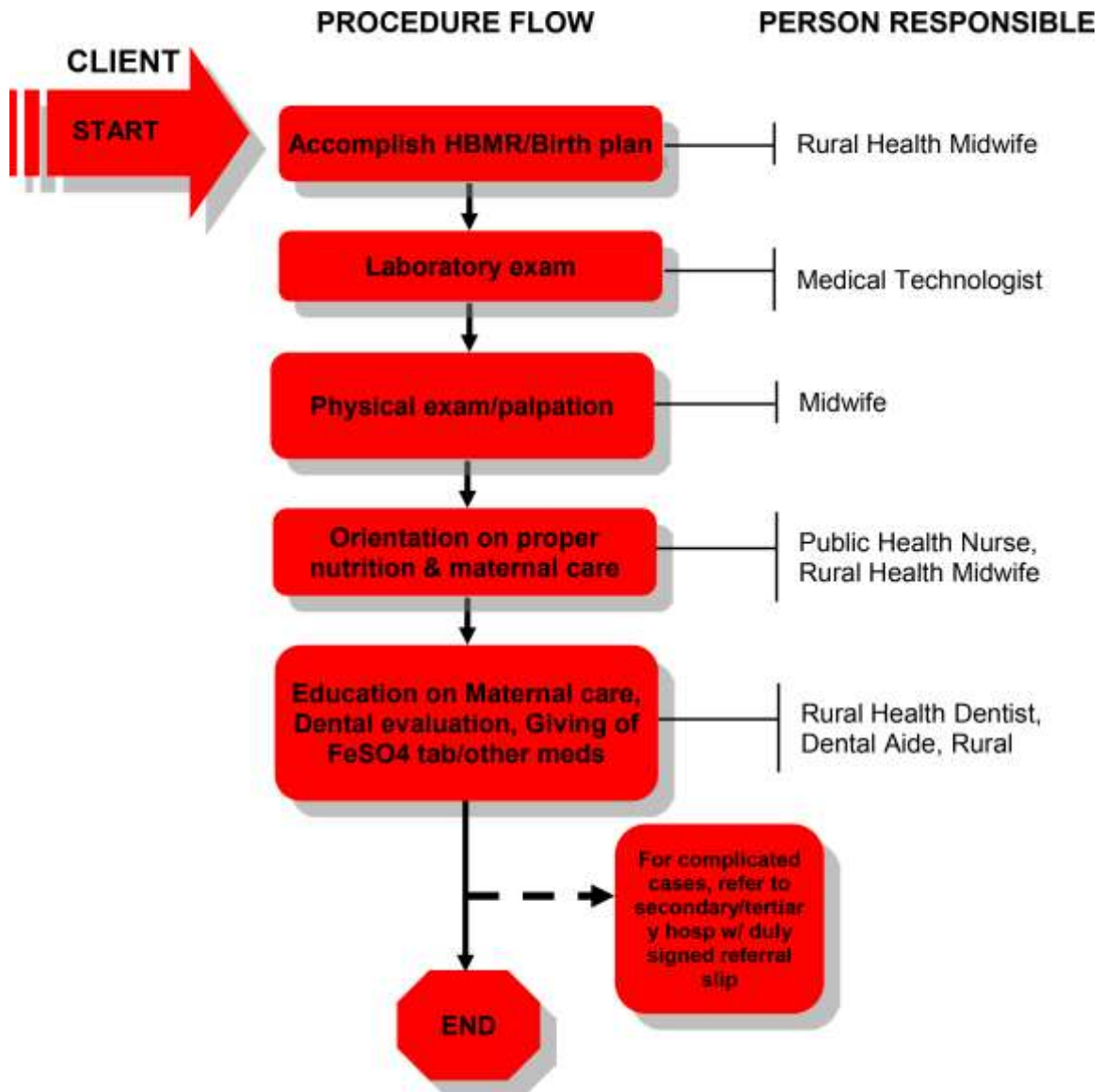
❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

- Wednesday (RHU 1) from 8:00 am to 5:00 pm
- Tuesday and Friday (RHU 2) from 8:00 a.m to 5:00 pm
- Thursday (Pio Model Community) 8:00 am to 5:00 pm

❖ **HOW TO AVAIL THE SERVICE:**

Procedures		Processing Time	Person Responsible
1.	Get maternal record. accomplish the HBMR of the mother/birth plan form.	10-20 minutes	Utility, BHW, dental aide, Rural health midwife
2.	Check for the vital signs of the mother to determine the risk factor.	10-20 minutes	Public Health Nurse, Rural Health Midwife, Public Health Dentist, Dental Aide, Med Tech, Rural Health Physician
3.	Conduct physical examination of the mother. request for Hgb-Hct and urinalysis, blood typing of the mother.		
4.	Orient the mother on proper nutrition and maternal care/ten nutritional guidelines for Filipinos/dental health evaluation and advice	20-30 minutes	
5.	Instruct mother on the danger signs of pregnancy.		
6.	Refer mother to physician for final evaluation & management including lab results and giving of Ferrous tab and other meds		

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RURAL HEALTH UNIT
Office

ANTI-TUBERCULOSIS PROGRAM

Frontline Service

❖ **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.

❖ **REQUIREMENTS:**

- ✓ Family number
- ✓ Referral slips
- ✓ Sputum Exam result
- ✓ Chest X-ray result
- ✓ Chest X-ray result
- ✓ TB Treatment card
- ✓ TB Registration

❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

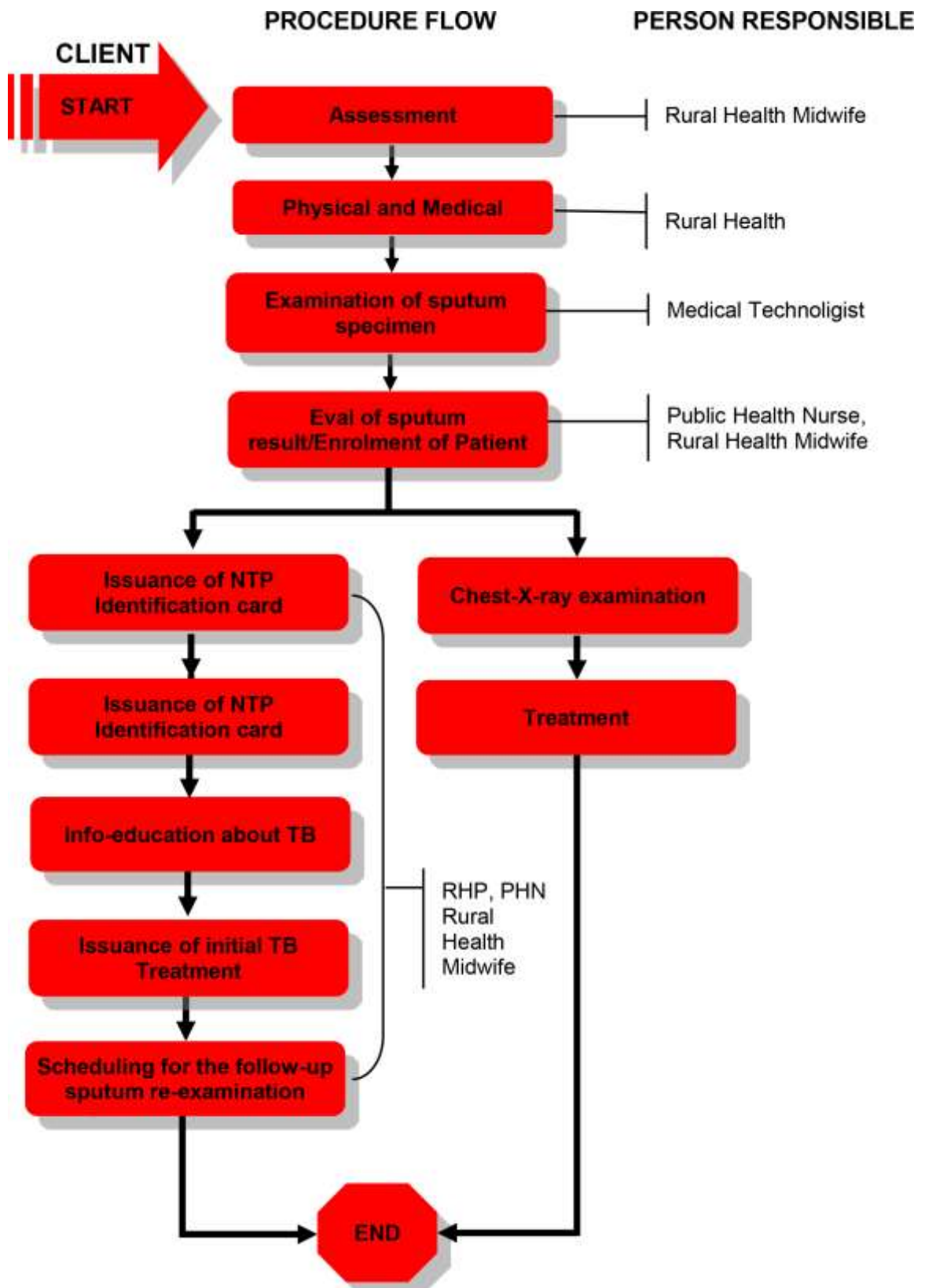
Monday to Friday, from 8:00 a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

Procedure	Processing Time	Person Responsible
1. Determine if the client is TB symptomatic through initial assessment on the medical history and record in the initial Treatment Record.	15 – 30 minutes	Rural Health Midwife
2. Conduct physical an medical examination of the client	15 – 30 minutes	Rural Health Physician
3. Collect sputum specimen and submit it to the Med Tech for exam the day after	5 – 10 minutes	Midwife/Med Tech
4. Enrollment of Patient 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	30 minutes – 1 hr.	Public Health Nurse/Rural Health Midwife/Rural Health Physician

<ul style="list-style-type: none">c. If eligible, enroll patient and issue NTP identification cardd. Give patient info-education about TB Disease and Control and the Importance of the Directly Observed Treatment (COTS) for Short Course Chemotherapy (SCC) with his/her treatment partnere. Issue initial TB drug supply to treatment partnerf. Instruct patient where to report for his/her daily intake of TB durgs; and about the follow-up sputum re-examination schedule.		
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❖ FLOWCHART:



RURAL HEALTH UNIT
Office

FAMILY PLANNING SERVICES

Frontline Service

❖ **ABOUT THE SERVICE:**

Family planning service provides not only family planning commodities but also includes Basic Family Planning Education, Information on different Family Planning Methods as well as Family Planning Counseling to all women of reproductive age geared towards responsible parenthood. It can also provide mothers of malnourished children and malnourished pregnant and lactating mothers information on nutrition to improve nutritional status.

❖ **REQUIREMENTS:**

- ✓ Family number
- ✓ Economic status (free commodities for patients belonging to the lower income bracket)

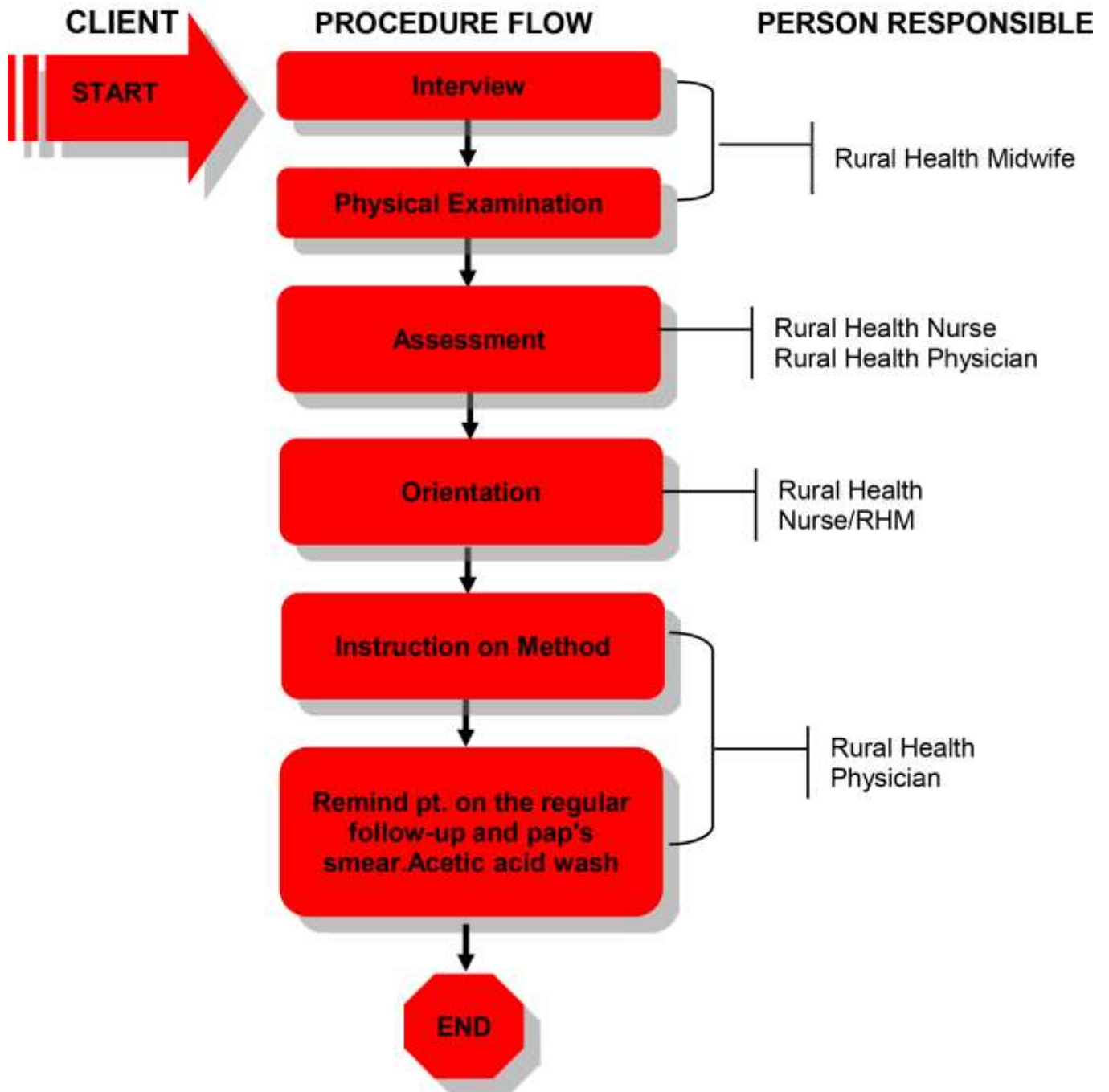
❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

Monday to Friday from 8:00 a.m. to 5:00 p.m.
IUD insertion (RHU II) – as they come
Acetic Acid Wash (RHU I) 3rd Friday of the month
Pap's Smear/Acetic Acid Wash (RHU II) – 3rd Wednesday of the month

❖ **HOW TO AVAIL OF THE SERVICE:**

	Procedures	Processing Time	Person Responsible
1.	Interview the client and ask to fill-up the Family Planning form.	10 – 15 minute	Rural Health Midwife
2.	Get the vital signs of client. Conduct initial physical examination before referring to the physician	5 – 10 minutes	
3.	Assess the client, counsel the client on the family planning methods available.	15 – 20 minutes	Midwife/Public Health Nurse/Rural Health Physician
4.	Give instruction to the PHN/RHM on the chosen method of the client.	20 minutes	Rural Health Physician
5.	Orient the client on the family planning method selected.	20 minutes	Public Health Nurse/Rural Health Midwife
6.	Remind the client on the regular follow-up and pap smear schedule	5 minutes	

❖ FLOWCHART:



RURAL HEALTH UNIT
Office

DENTAL SERVICES

Frontline Service

❖ **ABOUT THE SERVICE:**

The dental services of the MHO are available to all pre-schoolers, targeted school children, pregnant and lactating women, other adults and senior citizens to prevent and treat dental problems. The MHO has an itinerant dental health team on scheduled basis in every barangay to enhance awareness of dental services.

❖ **REQUIREMENTS:**

- ✓ Home-based Maternal Record (for prenatal)
- ✓ Guardian/Parent (children below 18 yrs. Old)

❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

Monday to Friday from 8:00 a.m. to 5:00 p.m.

• ***Prenatal Check-up:***

Wednesday (RHU I)
Tuesday & Friday (RHU II)

• ***Dental Extraction/Check-up***

RHU I:

- ✓ Monday to Friday except Wednesday and on occasion,
- ✓ Tuesday and Thursday (barangay visits)

RHU II:

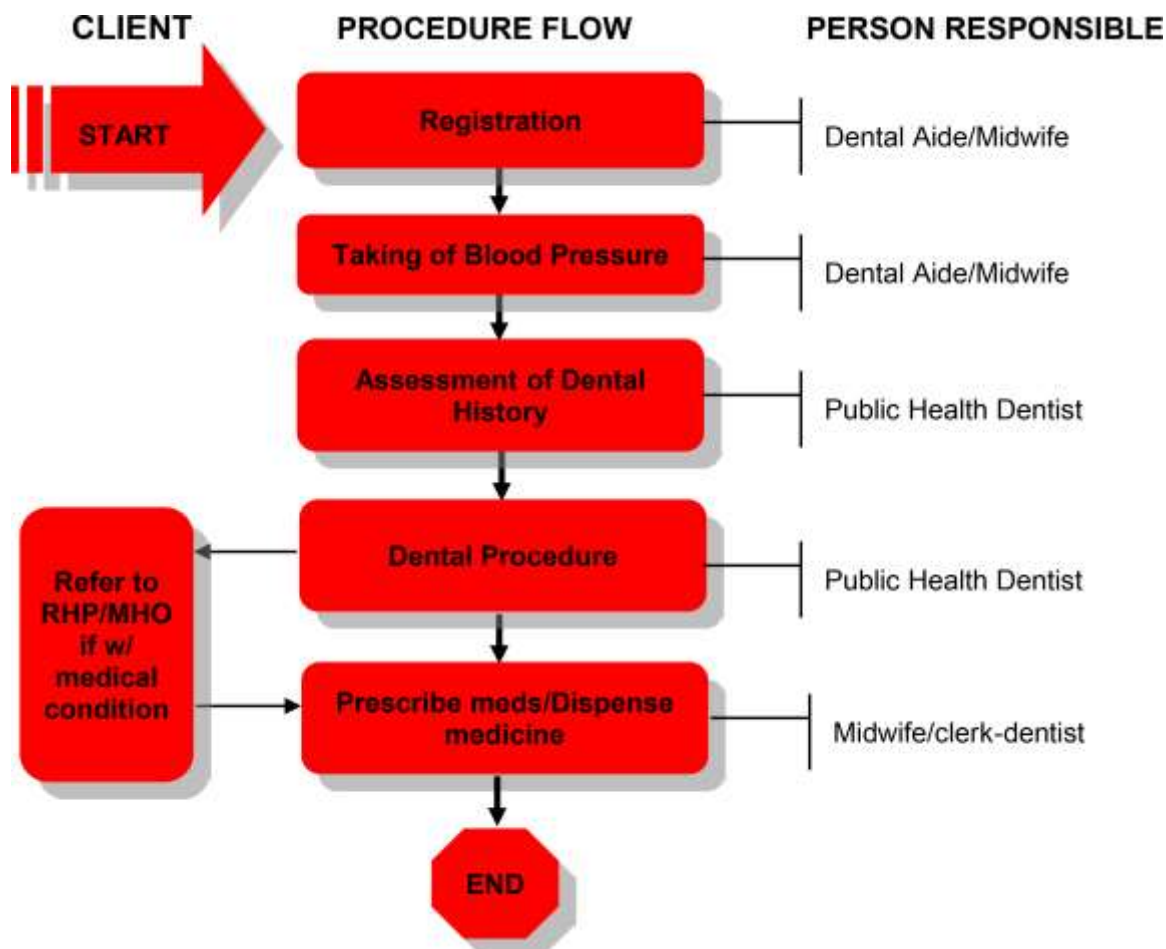
- ✓ Monday & Tuesday (main) and on occasion, barangay visit (Monday)
- ✓ Wednesday and Thursday (2x/month (PMC) & 2X/month (main))

❖ **HOW TO AVAIL OF THE SERVICE:**

Procedures		Processing Time	Person Responsible
1.	Register the patient in the dental form.	5 – 10 minutes	Dental Aide/Midwife
2.	Take and record the blood pressure of the patient.		
3.	Assess and take dental history of the patient.	10 – 20 minutes	Public Health Dentist Dentist/Dental Aide/Midwife
4.	Perform the necessary dental procedure on the patient	20 – 45 minutes, extraction	
5.	Prescription and issuance of medicines	5 minutes	Dentist/Dental Aide/Midwife

Procedures		Processing Time	Person Responsible
1.	Register the patient in the dental form	5 – 1- minutes	Dental Aide/Midwife
2.	Take and record the blood pressure of the patient.		
3.	Assess and take dental history of the patient.	10 – 20 minutes	Rural Health Dentist
4.	Educate the pregnant mother on proper dental care & oral hygiene	15 – 20 minutes	
5.	Oral examination	5 – 1- minutes	Rural Health Dentist
6.	Refer back to physician for dental evaluation & management	3 -5 minutes	Dentist/Dental Aide/Midwife/RHP

❖ **FLOWCHART:**



RURAL HEALTH UNIT
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LABORATORY SERVICES

Frontline Service

❖ **ABOUT THE SERVICE:**

The Municipal Health Office provides laboratory services to every constituents of the municipality. The objectives of this service is to aid the clinician in arriving to a proper diagnosis. These services include the following:

❖ **REQUIREMENTS:**

Specific Laboratory request

❖ **FEES:**

Based on Section D.01 Imposition of Fees of the Tax Ordinance no. 77 S 2002 also known as Updated Revenue Code of the Municipality of Porac Laboratory services rendered by the MHO

P 20.00	-	Urinalysis, stool exam, hemoglobin determination
P 25.00	-	Genital smear

❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

Monday to Friday, 8:00 a.m. to 5:00 p.m.

• ***RHU I***

- ✓ Monday, Tuesday, Thursday, and Friday – different laboratory services (Laboratory request for check-up – a.m. only, p.m. – sputum microscopy and Gram’s staining)
- ✓ Thursday – occasional barangay visits
- ✓ Wednesday prenatal day (8:00 a.m. to 12:00 p.m.; 1:00 p.m. – 5:00 p.m. sputum microscopic examination)
- ✓ Monday to Friday – sputum submission

• ***RHU II***

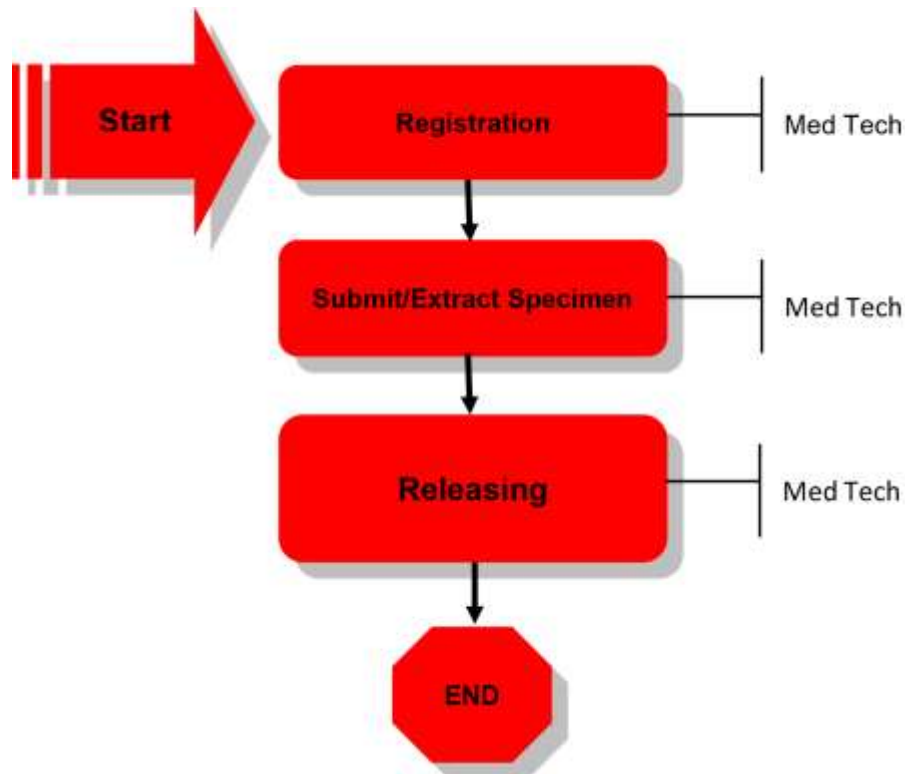
- ✓ Monday, Wednesday, and Friday – different laboratory services (Laboratory for check-up – 8:00 a.m. to 12:00 p.m.. p.m. – sputum microscopy and Gram’s staining)

- ✓ Tuesday & Friday – prenatal day (RHU II main) – 8:00 a.m. to 12:00 p.m.; 1:00 p.m. to 5:00 p.m. – sputum microscopy
- ✓ Wednesday – occasional barangay visits
- ✓ Thursday – prenatal day (PMC) 8:00 a.m. to 12:00 p.m.; 1:00 p.m. to 5:00 p.m. sputum microscopy and Gram’s staining (RHU I main)

❖ **HOW TO AVAIL OF THE SERVICE:**

Procedures	Processing Time	Person Responsible
1. Register the client in the logbook. Ask for the laboratory request and instruct client on getting the specimen properly.	10 minutes	Medical Technologist
2. Submit/Extract Specimen E. Identify properly the specimen; F. Prepare and read specimen.	Urine/stool: 10-15 minutes Hgb/Hct: 5-10 minutes Blood Typing: 3-5 minutes CBC: 10-20 minutes Hgt (per sked): 3-5 minutes Sputum exam: 20-30 minutes G/S: 10-20 minutes Malarial smear: 1 hr.	Medical Technologist
3. Release the result on the scheduled time	Urine/stool: 5-10 minutes Hgb/Hct: 5-10 minutes Blood Typing: 3-5 minutes Sputum: after 3 days G/S after 2-3 working days Malaria: 1day	Medical Technologist

❖ **FLOWCHART:**



RURAL HEALTH UNIT
Office

SECURING A HEALTH CERTIFICATE

Frontline Service

❖ **ABOUT THE SERVICE:**

To ensure optimum health, any person/individual employed at any business establishment that are operating within the municipality are required to secure a health certificate. This certificate is issued by the Municipal Health Office.

❖ **REQUIREMENTS:**

- a. Community Tax Certificate (personal)
- b. Barangay personal clearance (optional)
- c. Police Clearance (optional)
- d. 1 pc. 1x1 picture
- e. Test results:
 1. CXR
 2. Stool
 3. Urine
 4. Hepatitis Screening
 5. CBC
 6. Drug Test (optional)

❖ **FEES:**

Based on Art. D, Sec. D. 01 (Imposition of Fee) of Tax Ordinance No. 77 S 2002, a fee is collected in acquiring a health certificate.

P 25.00 – Health Certificate of employed workers in food and industrial establishments.

P 100.00 – Health Certificate and Identification Card of employed workers working on the ff establishments: videoke bars, laser/karaoke bars, beer houses

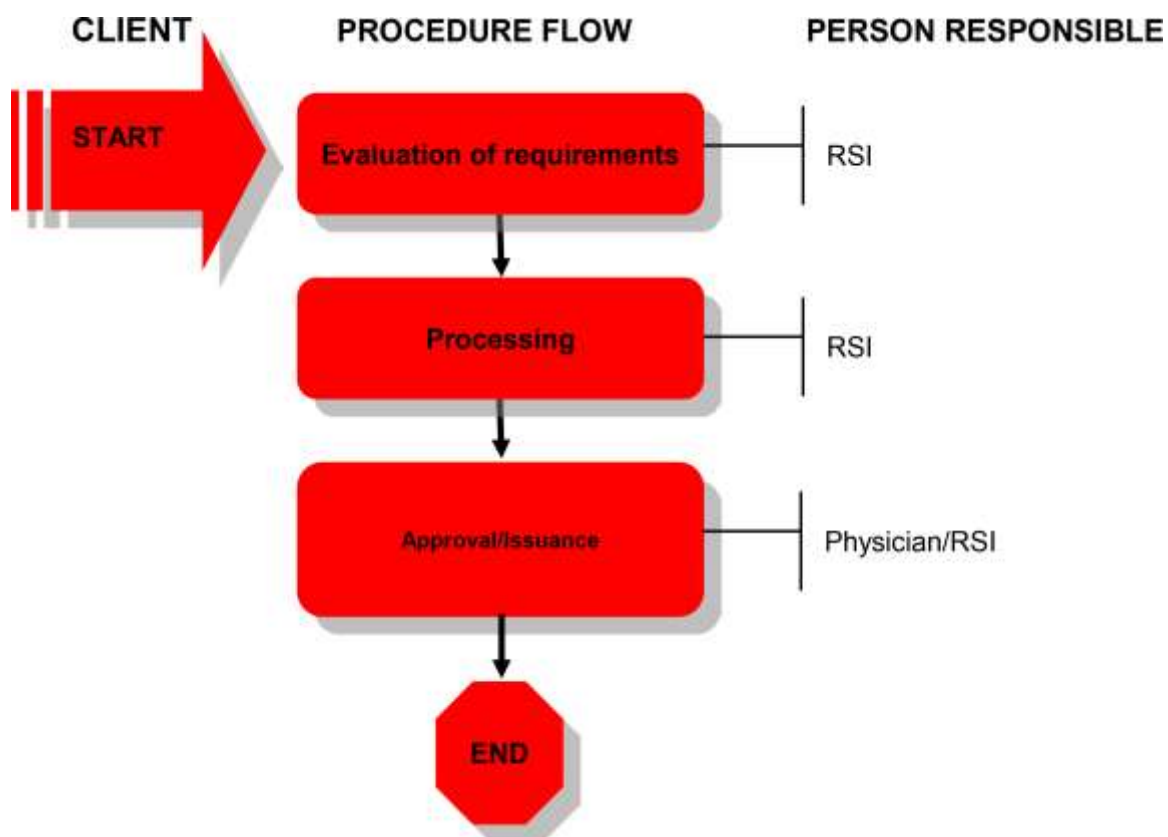
❖ **AVAILABILITY OF THE SERVICE:**

Monday to Friday, from 8:00 a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

Procedures	Processing Time	Person Responsible
1. Validation of submitted requirements	5-10 minutes	Rural Sanitation Inspector
2. Preparation of Health Certificate card.	5-10 minutes	Rural sanitation Inspector
3. Refer card to RHP/MHO for approval	3-5 minutes	Rural Health Physician
4. Releasing	2-3 minutes	Rural sanitation Inspector/Clerk

❖ **FLOWCHART:**



RURAL HEALTH UNIT
Office

SECURING SANITARY PERMIT

Frontline Service

❖ **ABOUT THE SERVICE:**

All business establishments operating within the municipality for public patronage are required to secure a Sanitary permit pertaining to health and sanitation that are based on the Implementing Rules and Regulations stated in IRR of PD 856 and Municipal Resolution No. 32 2002. The permit can be obtained from the Municipal Health Office.

❖ **REQUIREMENTS:**

- ✓ Community Tax Certificate (personal and corporate)
 - ✓ Barangay Business Clearance
1. Food (restaurant, canteens, fast foo, eatery, Sari-sari stores, catering services, carinderia, bakery)
 - ✓ Laboratory Results
 2. Meat Processing Plants
 - ✓ Certified true copy of Environmental Compliance Certificate (ECC)
 - ✓ Permit to Operate
 - ✓ Discharge Permit
 - ✓ BFAD license to operate
 - ✓ Contract of employment of the pollution control officer
 3. Water refilling stations
 - ✓ Specification Sanitary Plan (duly signed by a sanitary engineer)
 - ✓ Results of water analysis (bacteriological every month, physical/chemical every 6 months)
 4. Drugstores/medical-dental clinics/diagnostic laboratory
 - ✓ BFAD license to operate
 - ✓ Sanitary plan (optional)
 5. Agro-industrial establishment
 - ✓ ECC from DENR
 - ✓ Permit to operate from DENR
 - ✓ Discharge Permit from DENR
 - ✓ Contract employment of the pollution control officer
 - ✓ BFAD license to operate

6. Videoke/Karaoke
Police Clearance

❖ **FEES:**

Based on Art. Section 4F, Imposition of Fee there shall be collected from the operator of business establishment in this municipality an annual sanitary inspection fee prescribed hereunder.

Capitalization

10 thousand and below	-	P 100.00
Over 10 thousand but not over 20 thousand	-	P 110.00
Over 20 thousand but not over 30 thousand	-	P 120.00
Over 30 thousand but not over 40 thousand	-	P 130.00
Over 40 thousand but not over 50 thousand	-	P 150.00
Over 50 thousand but not over 100 thousand	-	P 200.00
Over 100 thousand but not over 300 thousand	-	P 250.00
Over 300 thousand but not over 600 thousand	-	P 350.00
Over 600 thousand	-	P 600.00

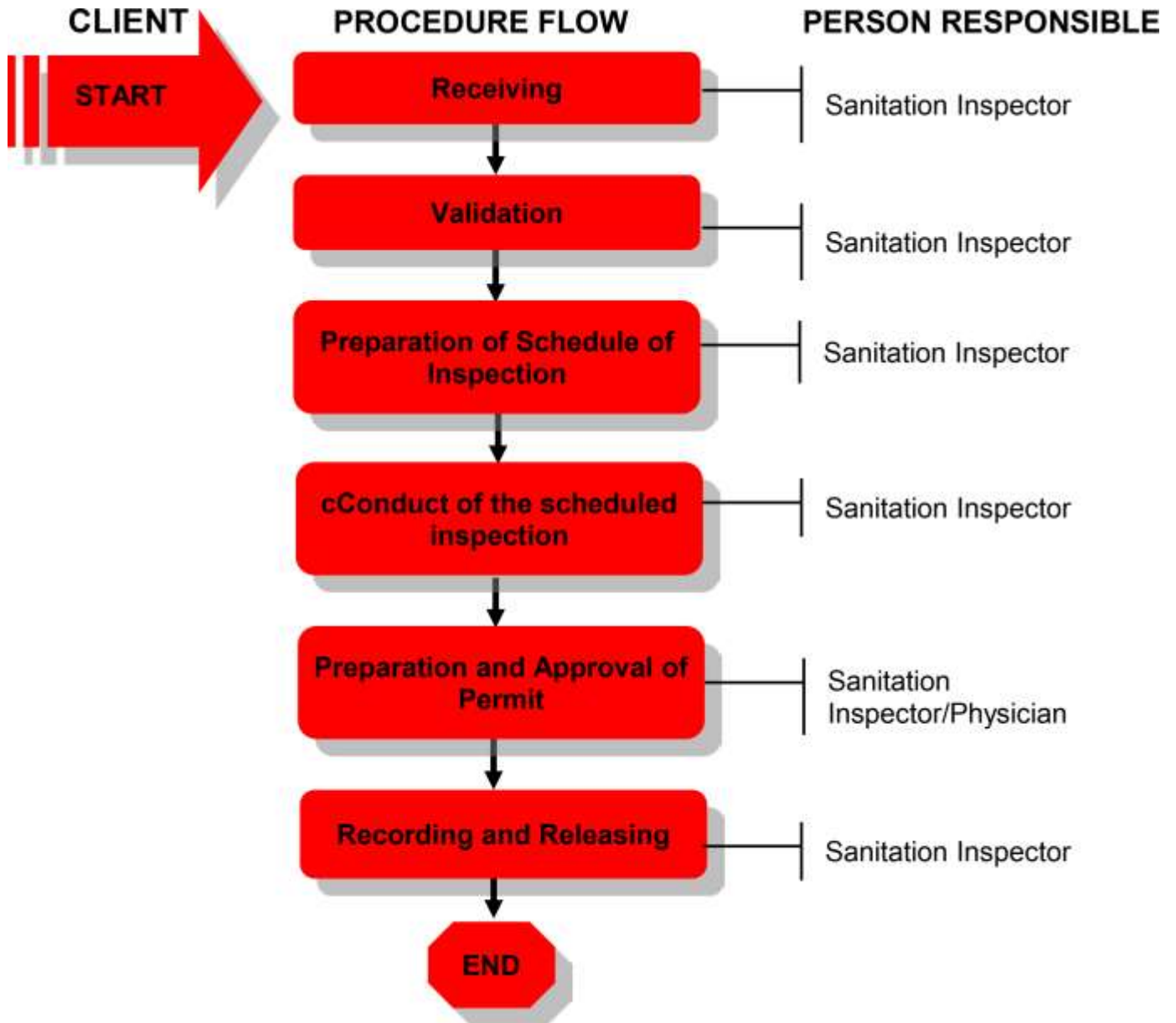
❖ **AVAILABILITY OF THE SERVICE:**

Monday to Friday, from 8:00 a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

Procedures	Processing Time	Person Responsible
1. Validation of submitted requirement	10-15 minutes	Rural Sanitation Inspector
2. Schedule the inspection of the establishment	3-5 minutes	Rural Sanitation Inspector
3. Conduct scheduled inspection on a year-round basis. If with corrective measures, issue a Sanitary order	1-3 minutes	Rural Sanitation Inspector
4. Prepare the Sanitary Permit with complete requirements	5-10 hours	Rural Sanitation Inspector
5. Refer to MHO/RHP for approval	5-10 minutes	MHO/RHP
6. Log and release the permit	3-5 minutes	Rural Sanitation Inspector in charge

❖ FLOWCHART:



RURAL HEALTH UNIT
Office

SECURING MEDICAL CERTIFICATE

Frontline Service

❖ **ABOUT THE SERVICE:**

Individuals residing within the municipality can avail of a medical certificate for the purpose such as absence from work/school due to sickness, as a requirement to a scholarship grant, employment, etc. The certificate can be obtained from the Municipal Health Office.

❖ **REQUIREMENTS:**

- ✓ Community Tax Certificate
- ✓ Medical Record (consult at the time of illness by a RHP)
- ✓ Family Number
- ✓ Lab results: CXR
 - CBC
 - Atoll Exam
 - Urinalysis
 - Hepatitis B
 - Drug Test

❖ **FEES:**

Based on Section D.01 Imposition of Fee of Tax Ordinance no. 77 S 2002 also known as Updated Revenue Code of the Municipality of Porac

- P 30.00 – medical certificate for evidence in court legislation
- P 20.00 – copy of the initial medical certificate
- P 50.00 – medical certificate for physical or health examination issued for legal interest and purposes.

❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

Procedures	Processing Time	Person Responsible
1. Registration/Get medical record	5-10minutes	BHW/Midwife on duty
2. Get vital signs	3-5 minutes	Midwife on duty
3. Refer to RHP/MHO for medical certificate	5-10 minutes	MHO/Rural Health Physician

❖ **FLOWCHART:**

