

CITY HEALTH OFFICE

City Health Office, Aguinaldo Street, Iligan City, 9200

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Frontline Service : GRANTING OF OUT-PATIENT MEDICAL CONSULTATION

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : General Public

What are the requirements:
1. Priority Number
2. Data Sheet

Duration: 13 Minutes



How to avail of the service :

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Secure and fill out the Out-Patient Department (OPD's) Registration Form.	Give Priority Number. Give Out Patient Department's (OPD) Registration Form and instruct patient to fill out.	2 mins.	Watchman on duty		OPD Registration Form.
2	Present duly filled out form to OPD. Submit oneself for an evaluation/assessment. Wait for priority number to be called.	Receive the duly filled-out form. Assess duly filled-out form and evaluate/interview patient. For New Patient - provide new Health Record Form and Registration Number. Old Patient - retrieve from file and furnish old Health Record Form . Interview both new and old patient. Obtain medical history, vital signs, etc. and write data in the Health Record Form. Record Form. Advise patient to wait for priority number to be called.	4 mins.	OPD Nurse on duty		Health Record Form Registration Number

How to avail the service -

GRANTING OF OUT-PATIENT MEDICAL CONSULTATION

3	<p>Cooperate during the consultation.</p> <p>Proceed to the Pharmacy (if applicable).</p> <p>Proceed to the Laboratory (if applicable).</p> <p>Proceed to Animal Bite Center (if applicable).</p>	<p>Conduct medical/physical examination. Communicate with patient as to findings/diagnosis and give the prescription to the patient.</p> <p>Instruct patient on what to do next:</p> <p>For availment of free medicines, proceed to the Pharmacy.</p> <p>If laboratory test/s are required, advise patient to proceed to the laboratory.</p> <p>If an anti- rabies injection is required to patient, proceed to Animal Bite Center.</p>	<p>1 min.</p> <p>2 mins.</p>	<p>Physician on duty</p> <p>OPD Nurse on duty</p>		
4	<p>For patients who were required for a laboratory test, go back to the OPD and present laboratory result to the nurse on duty.</p> <p>See the attending physician for the laboratory result and receive doctor's prescription. Proceed to the Pharmacy for the free medicines (if available).</p>	<p>Receive laboratory result and forward to the attending physician on duty.</p> <p>Evaluate laboratory result and give prescription. Advises patient to proceed to the Pharmacy for availment of free medicines (if available).</p>	<p>1 min.</p> <p>3 mins.</p>	<p>OPD on duty</p> <p>Physician on duty</p>		
END OF TRANSACTION						