

CITY HEALTH OFFICE

City Health Office, Aguinaldo Street, Iligan City, 9200

Tel.: (063) 221-7646 / 221-4824 email : cho_iligan@yahoo.com

Frontline Service : ISSUANCE OF MEDICAL CERTIFICATE TO CLIENTS WHO ARE UNDERGOING TREATMENT AND CLIENTS WHO COMPLETED THE TUBERCULOSIS DOTS TREATMENT PROGRAM

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: Clients with on-going treatment and cured/completed treatment

What are the requirements:

1. Recent DSSM (smear microscopy) laboratory result
2. Recent GeneXpert laboratory result
3. Recent X-ray laboratory result
4. NTP Card

Duration: 1 Hour

How To Avail of the Service :

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Submit all required laboratory results.	Receive the required laboratory results.	2mins.	Nurse on Duty		NTP Health Form
	Submit NTP Card (with on-going treatment/completed treatment).	Conduct initial assessment of the laboratory results.	3 mins.			
	Repeat the required laboratory results, if necessary.	Verify medical records through the online recording system of National TB Program (Integrated TB Information System-ITIS).	10mins.			
	Submit repeated laboratory examination result & consult physician on duty, if necessary.	Require patient to repeat laboratory examination, if necessary. Refer client together with all the required repeated laboratory results to the physician for evaluation.	30mins.	OPD Physician on duty		

How to avail the service		ISSUANCE OF MEDICAL CERTIFICATE TO CLIENTS WHO ARE UNDERGOING TREATMENT AND CLIENTS WHO COMPLETED THE TUBERCULOSIS DOTS TREATMENT PROGRAM				
Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
2	Proceed to the cashier for the Official Receipt (O.R.)	Instruct client to pay at the Cashier for applicable fee.		Deputized Collector from CTO	Php75.00 Fee	
3	Submit Official Receipt and wait for the issuance of Medical Certificate.	Receive the Official Receipt and prepare the Medical Certificate signed by the NTP Medical Coordinator/assigned District Medical Officer.	5mins.	Nurse on Duty		Medical Certificate
4	Receive the medical certificate requested and affix signature in the logbook as proof of receipt.	Issue the Medical Certificate and require patient to affix signature in the logbook as proof of receipt.		Nurse on Duty		
END OF TRANSACTION						

