



Chapter VI

Municipal Health Services Office (MHSO)

External Services



1. Maternal Care (Pre-natal, Post-natal, Family Planning)

One of the objectives of the LGU's health program is to provide health services to pregnant, postpartum, and lactating mothers for comprehensive maternal care.

Office or Division:	Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All pregnant women and married couples			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Home Based Maternal Record (HBMR)		RHU or BHS where patient is availing the service Client's HBMR		
Individual Treatment Record		RHU or BHS where patient is availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client/patient and give initial instructions	None	3 minutes	Midwife / BHW / BNS MHSO
2. Proceed to the admission area	2. Accomplish the HBMR/ pink card and individual Treatment Record according to assessment, history taking, weight taking and vital signs taking	None	5 minutes	Midwife / Nurse MHSO
3.0 Proceed to the treatment and consultation room for the different services: 3.1 Pre-natal Services	3.0 Provide necessary services as needed: 3.1 Perform abdominal examination, injection of Tetanus Diphtheria as scheduled and conduct health		15 minutes	Midwife / Nurse MHSO



<p>3.2 Postpartum Services</p> <p>3.3 Family Planning Services</p>	<p>education on proper nutrition and maternal care.</p> <p>**Refer complicated pregnancies</p> <p>3.2 Check the healing and instructs on proper wound care; Evaluate both nutrition of baby and mother and provision of Vitamin supplementation</p> <p>3.3 Explain the Advantages and disadvantages of the different family planning methods and give the couple/client's chosen method</p>			
<p>4. Pay the required fees at the Municipal Treasury Office by showing OP *Secure OR</p>	<p>4. Accept payment based on the OP and issue OR</p>	<p>Consultation Fee- PhP 25.00 Plus, any other fees to be computed based on the table below</p>	<p>30 minutes</p>	<p>Revenue Collection Clerks MTO</p>
<p>5. Return to the clinic for the dispensing of medicines/supplies and health teachings</p>	<p>5.0 Check the OR</p>	<p>None</p>	<p>5 minutes</p>	<p>Midwife / Nurse</p>



	5.1 Dispense medicine/s to the client; give health teachings and advise the patient to comeback for follow-up			
	5.2 Let the client sign in the client's log book			
Total		Varies	58 minutes	

- **Maternal Services**

Fee (PhP)

Pre-natal Check-up per Visit	30.00
Use of Doppler	20.00

- **Maternal Care Package**

Maternal Care Package	Fee	Price per tablet / capsule / bottle	Standard prescribed medicines	Total Fee (PhP)
For Mother				
Adult IV set	50.00	50.00	1 pc	50.00
Sterile gloves	20.00	20.00	2 pcs	40.00
Syringes				
- 3cc	10.00	10.00	1 pc	10.00
- 5cc	10.00	10.00	1 pc	10.00
Gauze (pack)	15.00	15.00	2 packs	30.00
Cotton balls (pack)	10.00	10.00	2 packs	20.00
Diaper (adult)	50.00	50.00	1 pc	50.00
Chromic 3.0	60.00	60.00	3 pcs	180.00
Alcohol	20.00	20.00	1 pc	40.00
For Infant				
Cord clamp	10.00	10.00	1 pc	10.00
Sterile gloves	20.00	20.00	2 pcs	40.00
Infant diaper	10.00	10.00	1 pc	10.00
Gauze	15.00	15.00	2 packs	30.00
Cotton balls	10.00	10.00	2 packs	20.00



Alcohol	20.00	20.00	1 pc	20.00
Syringes				
- 1cc	10.00	10.00	2 pcs	20.00
- 3cc	10.00	10.00	1 pc	10.00
Digital thermometer	100.00	100.00	1 pc	100.00
New Born Screening set	500.00	500.00	1 pc	500.00
Expanded New Born Screening set	1,500.00	1,500.00	1 pc	1,500.00
General Services				
Admission Fee	20.00	20.00		20.00
Accommodation and Subsistence	200.00	200.00		200.00
Delivery Room	750.00	750.00		750.00



2. Dental Health Services (Dental Examination, Tooth Extraction, Oral Prophylaxis, Tooth Fillings, Dental Certificates)

The services are available to adults, pregnant mothers, preschoolers and school age children to prevent and treat dental diseases.

Office or Division:	Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Individual Dental Form		RHU or BHS where patient is availing the service		
Individual Treatment Record		RHU or BHS where patient is availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client/patient and give initial instructions	None	3 minutes	<i>Midwife / BHW / BNS MHSO</i>
2. Proceed to the admission area	2. Assess and perform history taking, weighing, vital signs taking; Accomplish dental form	None	5 minutes	<i>Midwife / Nurse MHSO</i>
3. Proceed to the dental room	3. Perform oral assessment and examination and dental procedure	None	25 minutes	<i>Dentist MHSO</i>
4. Pay the required fees at the Municipal Treasury Office by showing OP *Secure OR	4. Accept payment based on the OP and issue OR	Consultation Fee- PhP 25.00 <i>Plus any other fees to be computed based on table below</i>	30 minutes	<i>Revenue Collection Clerks MTO</i>



5. Return to the clinic for the dispensing of medicines/ supplies and health teachings	5.0 Check the OR 5.1 Dispense medicine/s to the client; give health teachings and advise the patient to comeback for follow-up 5.2 Let the client sign in the client's log book	None	5 minutes	Midwife / Nurse MHSO
Total	Varies	1 hour, 8 minutes		

- **Dental Fees**

	Fee (PhP)
Tooth Extraction (per tooth)	150.00
Filling (per tooth)	300.00
Oral Prophylaxis	300.00



3. Child Care

Immunization and Micronutrient Supplementation

Office or Division:	Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Children			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Early Childhood Care and Development Card (ECCD Card)		RHU or BHS where patient is availing the service/Client		
Immunization Card		RHU or BHS where patient is availing the service		
Individual Treatment Record				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client/patient and give initial instructions	None	3 minutes	<i>Midwife / BHW / BNS</i> MHSO
2. Proceed to the admission area	2. Assess and perform history taking, weighing, vital signs taking; Accomplish ECCD Card.	None	15 minutes	<i>Midwife / Nurse/BHW/BNS</i> MHSO
3. Proceed to the treatment and consultation room for immunization	3. Administer immunization	None	10 minutes	<i>Nurse</i> MHSO
4. Pay the required fees at the Municipal Treasury Office by showing OP *Secure OR	4. Accept payment based on the OP and issue OR	Consultation Fee- Php 25.00 <i>Plus, any other fees to be computed based on the table below</i>	30 minutes	<i>Revenue Collection Clerks</i> MTO



5. Return to the clinic for the dispensing of medicines/ supplies and health teachings	5.0 Check the OR 5.1 Dispense medicine/s to the client; give health teachings and advise the patient to comeback for follow-up 5.2 Let the client sign in the client's log book	None	5 minutes	Midwife / Nurse MHSO
Total		Varies	1 hour, 3 minutes	

- **Immunization Services – Current Fee 50.00 (per visit)**

Price per table / capsule / bottle		Standard prescribed meds	Total Fee (PhP)
Tetanus Toxoid	50.00		50.00
Pentavalent, OPV, PCV13	50.00	3 doses	150.00
Pentavalent	50.00	3 doses	150.00
OPV	50.00	3 doses	150.00
PCV13	50.00	3 doses	150.00
AMV	50.00	1 dose	50.00
MMR	50.00	1 dose	50.00
IPV	50.00	1 dose	50.00



4. Laboratory Services

This service provides certain laboratory procedures only.

Office or Division:	Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Early Childhood Care and Development Card (ECCD Card)		<ul style="list-style-type: none"> • RHU or BHS where patient is availing the service • Client's ECCD Card 		
Home Based Maternal Record(HBMR)		<ul style="list-style-type: none"> • RHU or BHS where patient is availing the service • Client's HBMR 		
Individual Treatment Record		<ul style="list-style-type: none"> • RHU or BHS where patient is availing the service 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client/ patient and give initial instructions	None	3 minutes	<i>Midwife / BHW / BNS</i> MHSO
2. Proceed to the admission area	2. Assess and perform history taking, weighing and vital signs taking	None	5 minutes	<i>Midwife / Nurse/BHW/BNS</i> MHSO
3. Proceed to the treatment and consultation room	3. Conduct Medical consultation	None	15 minutes	<i>Physician</i> MHSO
4. Proceed to the laboratory	4. Perform laboratory procedures	None	1 hour, 30 minutes	<i>Medical Technologist</i> MHSO
5. Proceed to the treatment and consultation room	5. Provide Medical consultation and interpretation of laboratory result/s	None	15 minutes	<i>Physician</i> MHSO



4. Pay the required fees at the Municipal Treasury Office by showing OP *Secure OR	4. Accept payment based on the OP and issue OR	Fees to be computed based on table below	30 minutes	Revenue Collection Clerks MTO
5. Return to the clinic for the dispensing of medicines/ supplies and health teachings	5.0 Check the OR 5.1 Dispense medicine/s to the client; give health teachings and advise the patient to comeback for follow-up 5.2 Let the client sign in the client's log book	None	5 minutes	Midwife / Nurse MHSO
Total		Varies	2 hours, 43 minutes	

• **Laboratory Fees**

Procedure	Fee (PhP)
CBC	110.00
Urinalysis	60.00
Hemoglobin/Hematocrit	70.00
Blood Typing	50.00
Fecalysis	60.00
Pregnancy Test	75.00
FBS/RBS	60.00
Glucose Cholesterol Uric Acid Test (GCU) –portable	220.00
Glucose Test	70.00
Cholesterol Test	80.00
Uric Acid Test	80.00
Typhidot	400.00



Syphilis Rapid Test	90.00
Hepa Screening Test	110.00
Chikungunya Test	300.00
Dengue NS1 Ag Test	400.00
Dengue Dot (IgM/IgG)	350.00
Dengue Duo	700.00
Platelet count – Blood Chemistry	70.00
Albumin	170.00
ALP	160.00
Amylase	170.00
Lipase	170.00
Bilirubin, Total (B1B2)	220.00
Cholesterol	140.00
Creatinine	140.00
Glucose	100.00
HDL, LDL	280.00
Triglycerine	200.00
Urea Nitrogen	120.00
Uric Acid	140.00
Proteins	160.00
SGOT	140.00
SGPT	140.00
LDH – Profiles	220.00
Lipid (Chole, Tri, HDL/LDL)	600.00
Liver (OT, PT)	260.00
Renal (Crea, BUN, SUA)	380.00



5. Environmental and Sanitation Services (Sanitary Permit and Health Certificate)

This service is intended for business establishment owners being required of Sanitary Permit to Operate and for other clients for employment purposes.

Office or Division:	Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2G –Government to Government; G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Barangay Clearance		<ul style="list-style-type: none"> Barangay where client resides 		
Application form		<ul style="list-style-type: none"> Mayor's Office 		
Mayor's permit form		<ul style="list-style-type: none"> Mayor's Office 		
Laboratory Result		<ul style="list-style-type: none"> RHU - Laboratory 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client/ patient and give initial instructions	None	3 minutes	Midwife / BHW / BNS MHSO
2. Proceed to the Environmental Health Services Office and submit required documents for initial assessment and verification <ul style="list-style-type: none"> Secure the Order of Payment that will be issued 	2. Receive and interview the concerned client then assess submitted requirements <ul style="list-style-type: none"> Issue the Order of Payment (OP) 	None	10 minutes	Rural Sanitation Inspector MHSO



3. Pay the required fees at the Municipal Treasury Office by showing OP *Secure Official Receipt (OR)	3. Accept payment based on the OP and issue OR	Sanitary Permit-PhP 60.00 <i>Plus, any other Laboratory fees to be computed based on the table, if any</i>	30 minutes	<i>Revenue Collection Clerks MTO</i>
4. Return to the clinic for the Laboratory procedures	4.0 Check the OR 4.1 Collect specimen for examination and analysis	None	1 hour, 30 minutes	<i>Medical Technologist MHSO</i>
5. Proceed to the treatment and consultation room	5. Conduct Medical consultation and interpretation of laboratory results	None	10 minutes	<i>Physician MHSO</i>
6. Proceed to the pharmacy for medicine/s, if necessary	5.0 Dispense medicine/s to the client; give health teachings and advise the patient to comeback for follow-up 5.1 Let the client sign in the client's log book	None	5 minutes	<i>Midwife / Nurse MHSO</i>
6. Return to the Environmental Health Services Office for the Sanitary Permit	6.0 Issuance of Sanitary Permit 6.1 Instruct client for the next procedure/step	None	15 minutes	<i>Rural Sanitation Inspector MHSO</i>
Total		Varies	2 hours, 43 minutes	



6. Environmental and Sanitation Services (Provision of Plastic Toilet Bowls)

Office or Division:	Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client and issue the Order of Payment (OP)	None	3 minutes	<i>Midwife / BHW / BNS</i> MHSO
2. Pay the required fees at the Municipal Treasury Office by showing OP *Secure Official Receipt (OR)	2. Accept payment based on the OP and issue OR	Plastic Toilet Bowl- PhP 250.00	30 minutes	<i>Revenue Collection Clerks</i> MTO
3. Return to the Environmental Health Services Office for the issuance of Plastic Toilet Bowl/s	3.0 Check the OR 3.1 Issue Plastic Toilet Bowl and give health teachings 3.2 Let the client sign in the client's log book	None	10 minutes	<i>Rural Sanitation Inspector</i> MHSO
Total		PhP 250.00	43 minutes	



7. TB-DOTS Services

This service provides free sputum examination and free anti- Tuberculosis drugs for all patients diagnosed with Tuberculosis.

Office or Division:	Municipal Health Services Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All patients diagnosed with Tuberculosis (TB)			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Referral form		<ul style="list-style-type: none"> Referring Health Facility 		
Individual treatment Record		<ul style="list-style-type: none"> RHU 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client and give initial instructions	None	3 minutes	<i>Midwife / BHW / BNS</i> MHSO
2. Proceed to the admission area	2. Assess patient, do history taking, weight, height and vital signs taking	None	5 minutes	<i>Midwife / Nurse</i> MHSO
3. Proceed to the treatment and consultation room	3. Conduct medical consultation	None	15 minutes	<i>Physician</i> MHSO
4.0 Proceed to the laboratory for specimen collection	4.0 Collect specimen	None	30 minutes	<i>Medical Technologist</i> MHSO
4.1 Return for the result and necessary treatment	4.1 Release result and perform necessary treatment		2 days	
Total		None	2 days, 53 minutes	



8. Animal Bite Treatment

The clinic provides appropriate medical services and anti-rabies vaccine for cases of animal bites.

Office or Division:	Ucab Barangay Health Station (BHS)- Animal Bite Treatment Center (ABTC)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Referral form		<ul style="list-style-type: none"> Referring Health Facility 		
Individual treatment Record		<ul style="list-style-type: none"> Ucab BHS - ABTC 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client and give initial instructions	None	3 minutes	<i>Midwife / BHW / BNS</i> ABTC, Ucab Barangay Health Station (BHS)
2. Proceed to the admission area	2. Assess patient, do history taking, weight, height and vital signs taking	None	5 minutes	<i>Midwife / Nurse</i> ABTC, Ucab BHS
3. Proceed to the treatment and consultation room	3. Conduct medical consultation	Consultation Fee- <i>PhP 25.00 plus any other fees to be computed based on the table below</i>	15 minutes	<i>Physician</i> ABTC, Ucab BHS
4. Proceed to Treatment room	4. Clean wound and administer Anti-Rabies immunization	None	30 minutes	<i>Nurse</i> ABTC, Ucab BHS



5. Pay the required fees at the Municipal Treasury Office by showing OP *Secure Official Receipt (OR)	5. Accept payment based on the OP and issue OR	<i>Fees to be computed based on table below</i>	30 minutes	Revenue Collection Clerks MTO-Tram, Ucab Sub-office
6. Return to the clinic and present OR	6.0 Check the OR 6.1 Give health teachings and instructions 6.2 Let the client sign in the client's log book	None	5 minutes	Midwife / Nurse ABTC, Ucab BHS
Total		Varies	1 hour, 28 minutes	

• **Animal Bite Treatment Fees**

Price per tablet / capsule / bottle		Standard Prescribed Meds	Total Fee (PhP)
Anti-Tetanus (ATS)	100.00	1 dose	100.00
Anti-Rabies Vaccine			
a) Rabipor	550.00	3 doses	1,650.00
b) Verorab	700.00	3 doses	2,100.00
ERIG	1,500.00	1 dose	1,500.00



9. Medical Certificate

This document is issued to clients usually for employment or for business purposes.

Office or Division:	Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Individual Treatment Record		<ul style="list-style-type: none"> • RHU 		
Laboratory result		<ul style="list-style-type: none"> • RHU - Laboratory 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client and give initial instructions	None	3 minutes	<i>Midwife / BHW / BNS</i>
2. Proceed to the admission area	2. Assess patient, do history taking, weight, height and vital signs taking	None	5 minutes	<i>Midwife / Nurse MHSO</i>
3. Proceed to the laboratory	3. Perform laboratory procedures	None	1 hour, 30 minutes	<i>Medical Technologist MHSO</i>
4.0 Proceed to the treatment and consultation room for medical consultation	4. Conduct medical consultation and interpretation of laboratory results	None	15 minutes	<i>Physician MHSO</i>
4.1 Receive Medical Certificate	4.1 Release Medical Certificate and give Order of Payment (OP)			



<p>5. Pay the required fees at the Municipal Treasury Office by showing OP</p> <p>*Secure Official Receipt (OR)</p>	<p>5. Accept payment based on the OP and issue OR</p>	<p>Medical Certificate- PhP 50.00</p> <p>Consultation Fee- PhP 25.00</p> <p><i>Plus any other Laboratory fees to be computed based on the table, if any</i></p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>6. Return to the clinic and present OR</p>	<p>6.0 Check the OR</p> <p>6.1 Give health teachings and instructions</p> <p>6.2 Let the client sign in the client's log book</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Midwife / Nurse MHSO</i></p>
<p>Total</p>		<p>Varies</p>	<p>2 hours 28 minutes</p>	



10. Requests for Office Documents

Office or Division:	Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Request Letter		<ul style="list-style-type: none"> Requesting Office/Department/Institution/ Individual received and with endorsement from the Office of the Municipal Mayor 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client enters the clinic and proceeds to the PACD for health services assistance	1. Greet the client and give initial instructions	None	3 minutes	<i>Midwife / BHW / BNS</i> MHSO
2. Proceed to the MHSO 2 nd floor and submit request	2.0 Receive and assess request 2.1 Locate and release requested documents	None	5 minutes	<i>Administrative Aide</i> MHSO
Total		None	8 minutes	