

# Issuance of Sanitary Permits/Health Care and Sanitary Services

Business fall into two categories:

1. Food or those dealing in food preparation and processing. In this case, proprietors, managers, waiters and waitresses & cooks are required to secure health cards.
2. Non-Food or other establishments not involved in food preparation and processing in which case managers, helpers, salesmen, sales ladies and laborers are required to secure health cards.

Sanitary Permits and Health Cards are requirements for securing Mayor's Permit and Business License in the Municipality.

## CLIENT GROUPS:

Owners/operators or food and non food business establishments. Workers in food and non food business establishments.

## REQUIREMENTS:

Copy of official receipts obtained from business permit

## SERVICE SCHEDULES:

Monday to Friday, 8:00AM to 12:00Noon & 1:00PM to 5:00PM

**TOTAL PROCESSING TIME:**

52 Minutes

**TOTAL FEES/CHARGES:**

Health Card – P20.00

Sanitary Permit – P15.00

**PROCESS OF AVAILING THE SERVICE:**

| <b>Steps Involved</b>   | <b>Action of MHO</b>             | <b>Transaction Time</b> | <b>Contact Person</b>          |
|---|----------------------------------|-------------------------|--------------------------------|
| 1. Go to RHU & secure a checklist of requirements for securing sanitary permit/health cards | Issues checklist of requirements | 5 minutes               | Rural Sanitary Inspector (RSI) |

| Steps Involved  | Action of MHO  | Transaction Time | Contact Person                        |
|---|--|------------------|---------------------------------------|
| <p>2. Upon completion of the requirements, go back to the RHU &amp; submit stool sample for fecalysis &amp; sputum for microscopy. Wait for the service as to release of exam results and the schedule of the physical examination.</p> | <p>Obtains stool sputum samples and advises clients of the release of examination results and the schedule of physical examination</p> | <p>5 minutes</p> | <p>Rural Sanitary Inspector (RSI)</p> |
| <p>3. Return to the RHU on the appointed date to secure laboratory results to undergo physical examinations</p>   | <p>Performs physical examination</p>   | <p>5 minutes</p> | <p>Municipal Health Officer</p>       |
| <p>a) if there are no advance findings, you will be issued a sanitary permit &amp; health card.</p>   | <p>Issues Sanitary Permit &amp; Health Card</p>  | <p>2 minutes</p> | <p>Rural Sanitary Inspector (RSI)</p> |

| Steps Involved   | Action of MHO                | Transaction Time | Contact Person                 |
|--|------------------------------|------------------|--------------------------------|
| b)if there are findings, take note of the corrective measures to comply with the Sanitary Code Standard of the Philippines | Brief clients of the process | 10 minutes       | Rural Sanitary Inspector (RSI) |

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## Provision of Anti Tuberculosis Medicine and Services

**PROCESS IN AVAILING THE SERVICE:**

| Steps Involved   | Action of MHO  | Transaction Time  | Contact Person               |
|--|--|-------------------|------------------------------|
| <p>1. Go to Brgy. Health Station inquire about the requirements For availing of tuberculosis treatment. Provide the necessary information during the initial interview and during taking of medical history record</p> | <p>Answers queries on TB treatment, Conduct interview and records clients medical history. Refers client to the RHU if the case warrants immediate attention</p> | <p>5 minutes</p>  | <p>Midwife on Duty</p>       |
| <p>2. Proceed to the Rural Health Unit in your municipality</p>  | <p>Evaluates records and conduct counseling on TB instructs client on the proper procedures in collecting sputum specimen</p>                                    | <p>15 minutes</p> | <p>Midwife/Nurse on Duty</p> |

| Steps Involved  | Action of MHO   | Transaction Time      | Contact Person                           |
|---|---|-----------------------|--|
| 3. Submit for sputum microscopy 3 sputum specimens take for 2 to 3 consecutive days                         | Obtain from client sputum samples for microscopy , Advice client of the date of release of results. Results may be claimed at Brgy. Health Stations | 5 minutes (per visit) | Midwife/Municipal Health Officer on Duty |
| 4.Go to BHS and secure the sputum examination result  | Releases sputum examination   | 10 minutes            | Midwife on Duty                          |
| 5.If result is positive, go back to RHU for information & counseling & for enrollment in multi drug therapy | Conduct counseling  | 1 hour                | Midwife on Duty                          |

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## Provision of Laboratory

# Examination Service

## PROCESS IN AVAILING THE SERVICE:

| Steps Involved   | Action of MHO   | Transaction Time | Contact Person       |
|--|---|------------------|----------------------|
| 1. Proceed to MHO to present laboratory request & receive instruction from the Medical Technologist on the examination & the preparations needed                             | Verifies laboratory request and briefs client on the examination and preparation needed | 15 minutes       | Medical Technologist |
| 2. Provide the specimen needed for the requested laboratory test/examination. You will be advised of the date of release of the results.                                     | Obtains specimen from clients and advises client of the date of release of results      | 10 minutes       | Medical Technologist |
| 3. Depending on the specimens to be evaluated, results can be secured from 1 hour to 1 day upon submission of specimen<br>a) if applicable, submit yourself for blood typing | Conduct blood typing  | 5 minutes        |                      |

Medical

| <b>Steps Involved</b>   | <b>Action of MHO</b>           | <b>Transaction Time</b> | <b>Contact Person</b> |
|---|--------------------------------|-------------------------|-----------------------|
| b) if applicable submit yourself to complete blood count                        |                                |                         |                       |
| c) if applicable submit yourself to a urinalysis test                           | Conduct Urinalysis test        | 15 minutes              |                       |
| d)if applicable submit yourself to fecalysis test                               | Conduct fecalysis test         | 15 minutes              |                       |
| e) if required submit yourself to a pregnancy test                              | Conduct pregnancy test         | 15 minutes              |                       |
| f) if applicable submit yourself to a sputum examination                        | Conduct sputum examination     | 2 working days          |                       |
| 4. Secure the results of the laboratory exams and sign your name in the logbook | Release the laboratory results | 5 minutes               |                       |

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## Provision of Family Planning Services



## PROCESS IN AVAILING THE SERVICE:

| Steps Involved  | Action of MHO   | Transaction Time | Contact Person                              |
|---|---|------------------|---|
| 1. Go to the Rural Health Unit and state your request for information and/or counseling service.                              | Accommodates client   | 10 minutes       | FP Program Coordinator/Brgy. Health Midwife |
| 2. Register your name in the logbook  | Secure clients signature in the logbook                           | 5 minutes        | Nursing Attendant                           |
| 3. You will go through a counseling session and receive IEC materials as reference  | Conducts counseling session and hands out reference/IEC materials | 60 minutes       | Nurse Coordinator                           |
| 4. Attend counseling of continuing users  | Conducts counseling session                                       | 20 minutes       | Rural Health Midwife                        |
| 5. For those requesting DMPA injection for the first time:<br>a. Approach the Midwife/Nurse on duty to inquire about the DMPA | Accommodates client and answers queries on DMPA                   | 15 minutes       | RP Program Coordinator                      |

| Steps Involved   | Action of MHO   | Transaction Time  | Contact Person                   |
|--|---|-------------------|----------------------------------|
| <p>b. Provide the information needed during the initial interview/taking of medical history records. Make sure that all the details are provided.</p>                | <p>Conducts interview.<br/>Records medical and OB Gyne history of client and determine whether client will not have adverse reactions to DMPA</p> | <p>20 minutes</p> | <p>Nurse/Person In Charge</p>    |
| <p>6. For those who have already availed of DMPA:<br/>a. Present your DMPA card and wait as the rural health midwife/public health nurse validates your schedule</p> | <p>Review clients DMPA card and validates schedule. Takes and records client's blood pressure.</p>  | <p>15 minutes</p> | <p>Nurse/Personnel In Charge</p> |
| <p>b. Proceed to the Nurse Station for the administration of</p>   | <p>Administers DMPA</p>   | <p>5 minutes</p>  |                                  |
| <p>c. Register your name in the logbook and wait for advice as to your next appointment</p>  | <p>Advises client of next appointment</p>   |                   |                                  |

\*DMPA injections are administered every three months

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# Provision of Dental Examination to the Extraction

## PROCESS IN AVAILING THE SERVICE

| Steps Involved  | Action of MHO  | Transaction Time | Contact Person |
|---|--|------------------|----------------|
| 1. Go to the Municipal Health Office and register your name in the logbook. As an initial procedure, your blood pressure will be taken and recorded. You will be given a call number. Wait for your number to be called | Register client, and records client's blood pressure<br><br>Assigns a call number and advices client to wait for his/her name to be called | 15 minutes       | Dental Aide    |

| <b>Steps Involved</b>   | <b>Action of MHO</b> | <b>Transaction Time</b> | <b>Contact Person</b> |
|---|----------------------|-------------------------|-----------------------|
| 2. Proceed to the dental laboratory to undergo tooth examination, tooth extraction (if needed) and/or post examination extraction |                      |                         |                       |