

## 9. SECURING MEDICAL CERTIFICATES

Firms and government agencies may require Medical Certificates from certain persons. This is especially for people seeking employment. Schools also require students to secure a Medical Certificate before they are allowed to enroll.

<b>Office or Division:</b>	City Health Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Chest X-ray Result		Any Diagnostic Center		
Urine/ Stool Exam, CBC, Drug Test Result, etc. (if applicable)		Any Diagnostic Center		
Immunization Card (if applicable)		Barangay Health Center		
Official Receipt of Payment		Cashier (Treasury Office)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Registration	Queueing Number	None	2 min	BNS/ BHW
	Pre-Consultation	None	15 min	RN/ RM
	Consultation Proper	None	20 min	MD/ PGI
	Post-Consultation	None	5 min	RN/ RM
	-Issuance of Medical Certificate  -Referral to City Hall (if applicable)  -Recording	None	5 min  5 mins	RN/ RM/ AA
	Discharge of patient	None	1 min	RN/ AA

Proceed to City Hall CHD – Nutrition Office	Evaluation of Referral Form and Medical Results	None	5 min	RN/ AA
	Consultation Proper	None	<15 min	MD
	Give Order of Payment	None	2 min	RN/ AA
	Payment	50.00	5 min	Cashier
	Issuance of Medical Certificate	None	2 min	RN/ AA
Exit	Discharge of patient	None	1 min	RN/ AA
End of Transaction				