

Request for Ambulance to Transport Patients

The Local Government Unit of Burgos assists in the transport of patients in cases of emergency or referral to higher medical institutions.

Office or Division:	RHU			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Residents requiring transport assistance for their sick relative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Referral Form			1. Mun. Health Officer	
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request use of ambulance	1. Issue referral form to the patient	none	5 min	Municipal Health Officer RHU
2. Wait for the approval	2. Give permission for the use of ambulance 2.1 Prepare trip ticket and travel order	none	10 min	MHO/Mun. Mayor Mayor's Office Authorized LGU driver
3. Proceed to Treasury Office for the payment of fees	3. Receive payment and issue official receipt	Ambulance Fee: >Within the	5 min	Rev. Collection Clerk II/ Mun. Treasurer

		Municipality- P200.00 >outside the Municipality- P500.00 >Outside the province (nearby)- P700.00		Treasury Office
4. Bring patient to hospital	4. Transport patient to their hospital of choice	none	As soon as possible	Authorized LGU Driver Mayor's Office
	TOTAL	Refer to step no. 3	20 min	

NOTE: If the patient is in critical condition, the Officer on duty may decide immediately regarding the request