

Securing Medical Certificate for Employment Purposes

Office or Division:	Rural Health Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Residents of Burgos, La Union			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number and register when your number is called	1. Pull out individual Treatment Record/Electronic record, interview and record chief complaint 1.1 Take and record vital signs in the Individual Treatment Record	none	5 min	Rural Health Midwives/Human Resources for Health Personnel RHU
2. Enter consultation room when your name is called	2.1 Examine the patient and order laboratory	none	10 min	Mun. Health Officer RHU

	examinations if warranted			
3. Proceed to the laboratory room for the required laboratory test	3. Give order of payment 3.1 Perform the required laboratory test	none	10 min	Medical Technologist RHU
4. Proceed to Treasury Office for payment of fees	4. Receive payment and issue official receipt	Medical cert fee- P50.00 Documentary stamp fee- P30.00 Plus Required laboratory fees	5 min	Rev. Collection Clerk II/ Mun. Treasurer Treasury Office
5. Return to RHU, present receipt of payment and enter Consultation room	5. Interpret laboratory results, explain the diagnosis, educate the patient, and sign the prepared medical certificate	none	5minutes	Mun. Health Office RHU

6. Receive medical certificate	6. Release medical certificate	none	3 min	Rural Health Midwives/Human Resources for Health Personnel RHU
	TOTAL	P80.00	38 min	