

## Securing Medical Certificate for Previous Consultation

<b>Office or Division:</b>	Rural Health Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	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  1.1 Give order of payment for the medical certificate	none	5 min	Rural Health Midwives/Human Resources for Health Personnel  RHU
2. Proceed to Treasury Office for the payment of fees	2. Receive payment and issue official receipt	Medical Cert Fee- P50.00  Documentary stamp	5 min	Rev. Collection Clerk II/ Mun. Treasurer  Treasury Office

		fee- P30.00		
3. Present receipt of payment to RHU	3. Review previous medical record  3.1 Prepare medical certificate and secure signature of MHO	none	10 min	Rural Health Midwives/Human Resources for Health Personnel\  MHO  RHU
4. Receive medical certificate	4. Record and issue medical certificate	none	5 min	Rural Health Midwives/Human Resources for Health Personnel  RHU
	TOTAL	P80.00	25 in	