

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 facilities

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	
Ambulance fee 1. Within the municipality-500.00 2. Outside the municipality first 20 kms plus 20.00 for succeeding kilometer -1000.00				
3. Outside the province first 20 kms plus 30.00 for succeeding kilometer-2500.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request use of ambulance	1.1 Handle referral form to the health care worker who will assist in the transport of the patient	none	5 mins	Municipal Health Officer RURAL HEALTH UNIT
2. Wait for the approval of the referral facility	2.1 Give permission for the use of ambulance 2.2 Prepare order of payment and travel order	none	10 min	Municipal Health Officer Ambulance driver/ Authorized Local Government Unit-hired driver

3. Proceed to Treasurer's Office for the payment of fees	3.1 Receive payment and issue official receipt	Please see CHECKLIST OF REQUIREMENTS	5 mins	Revenue Collection Clerk/ Municipal Treasurer MUNICIPAL TREASURER'S OFFICE
4. Transport patient to hospital	4.1 Transport patient to hospital/higher facility	none	As soon as possible	Rural Health Midwives/Nurse/ Human Resources for Health Personnel AND
				Ambulance driver/ Authorized Local Government Unit-hired driver RURAL HEALTH UNIT
	TOTAL		20 mins	

NOTE: If the patient's case needs urgent care and the Municipal Health Officer is not around, health care personnel on duty should immediately transfer the patient to the nearest hospital and fees will only be processed and collected from the patient's nearest kin or guardian after transferring the patient