

## Securing Medical Certificate for Employment Purposes

<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			
<b>CHECKLIST OF REQUIREMENTS</b> <i>C/O</i>			<b>WHERE TO SECURE</b>	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number and register when your number is called	1.1 Pull out Individual Treatment Record/Electronic record, interview to get patient's general data and record chief complaint 1.2 Take and record vital signs in the Individual Treatment Record	none	35 mins	Rural Health Midwives/Human Resources for Health Personnel  RURAL HEALTH UNIT
2. Enter consultation room when your name is called	2.1 Examine the patient and order laboratory test/s if warranted	none	15 mins	Municipal Health Officer  RURAL HEALTH UNIT
3. Proceed to the laboratory room for the required laboratory test/s	3.1 Give order of payment 3.2 Perform the required laboratory test/s	none	30 mins	Medical Technologist  RURAL HEALTH UNIT

4. Proceed to Treasurer's Office for payment of fees	4.1 Receive payment and issue official receipt	PLEASE SEE CHECKLIST OF REQUIREMENTS	10 mins	Revenue Collection Clerk/Municipal Treasurer  OFFICE OF THE MUNICIPAL TREASURER
5. Return to Rural Health Unit and present receipt of payment	5.1 Interpret laboratory results, explain the diagnosis, educate the patient, and sign the prepared medical certificate 5.2 Release Medical Certificate	none	10 mins	Municipal Health Officer  RURAL HEALTH UNIT
	TOTAL		1 hour and 40 mins	