

## 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 and all walk-in patients who sought consult at the Rural Health Unit			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>C/O</b>			<b>None</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get a number and register when your number is called	1.1 Pull out Individual Treatment Record/ Electronic record 1.2 Give order of payment for the medical certificate	none	15 mins	Rural Health Midwives/Human Resources for Health Personnel  RURAL HEALTH UNIT
2. Proceed to Treasurer's Office for the payment of fees	2.1 Receive payment and issue official receipt	PLEASE SEE CHECKLIST OF REQUIREMENT	10 mins	Revenue Collection Clerk/Municipal Treasurer  OFFICE OF THE MUNICIPAL TREASURER
3. Present receipt of payment to Rural Health Unit	3.1 Release Medical Certificate	none	5 mins	Municipal Health Officer  RURAL HEALTH UNIT
	<b>TOTAL</b>		30 mins	