



Availing of Outpatient Consultation at City Health Office

ABOUT THE SERVICE

The purpose of this service is to diagnose and treat illnesses and give appropriate medical services.

Service is available at the City Health Office (CHO) to any person/individual who needs medical assistance.

Department / Office:		CITY HEALTH OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the City Health Office.	2. Admit Client for OPD. Midwife on Duty asks client reason for consultation and writes client's data on the Individual Treatment Record.		2 minutes	MIDWIFE ON DUTY
	3. Assessment of Patient Midwife on Duty takes medical history of patient. Gets vital signs and records in the Individual Treatment Record Form (ITR). Then, refers the patient to the physician in duty.		2 minutes	MIDWIFE ON DUTY
	4. Examination of Patient Physician on Duty of the City Health Office: a. Examines patient b. Prescribes appropriate medicine and gives medical advice c. Refers patient to Pharmacy for issuance of medicine d. If hospitalization is required, fill-up referral form to the		10 minutes	DR. VITO C. BORJA II CGDH I City Health Officer II DR. JIMMY T. DELA VIÑA Medical Officer III



	hospital of choice.			
	TOTAL	P	14 minutes	

CITY HEALTH OFFICE

Naga City Center for Health and Nutrition Building, City Hall Complex, J. Miranda Avenue,
Concepcion Pequeña, Naga City

For more information, please contact:

Dr. Vito C. Borja II, City Government Department Head I / City Health Officer II

Tel. Nos. (054) 205-2980 loc 3270

E-mail: cho@naga.gov.ph