

SILAY CITY HEALTH OFFICE

LOCATION : Silay City Maternity Hospital Bldg., Silay City
HEAD OF OFFICE : Dr. Sabina D. Damazo

The primary function of this office is to deliver basic health services to the community, specifically in the prevention and control of diseases which are of public health concern, as well as the promotion of well-being. It implements local and national health programs and services for disease prevention and control. It also enforces health laws and regulations.

OUTPATIENT MEDICAL CONSULTATION

ABOUT THE SERVICE

This service aims to detect, diagnose and treat common diseases at its early stage, give appropriate medical services including referral to higher level of care if needed.

WHO MAY AVAIL OF THE SERVICE

Residents of Silay City

REQUIREMENT(S)

- Referral slip from Brgy. Midwife
- Individual Treatment Record from the Brgy. Midwife
- Member Data Record (MDR) from PhilHealth

FEES

None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Patient goes to the Registration Area, presents referral slip, ITR and MDR	5 min	Staff at Registration area
2. Patient gets priority number	1 min	Admitting Section
3. Nurses at Admitting section makes patient's record with chief complaints and vital signs	15 min	Admitting section
4. Physician does the consultation	15 min	Doctor's Office
5. Patient proceeds to Pharmacy to avail of FREE medicines	10 min	Pharmacy Section
6. Patient proceeds to either Laboratory or Treatment Room, if needed. Otherwise, may go home.		

LABORATORY SERVICE

ABOUT THE SERVICE

Routine laboratory services and blood chemistry commonly requested by physicians are available at the laboratory.

WHO MAY AVAIL OF THE SERVICE

Residents of Silay City

REQUIREMENT(S)

- Doctor's request
- Patient's specimen
- Member Data Record (MDR) from PhilHealth
- 4P's ID / Senior Citizen's ID

FEES

Based On City Ordinance on Fees and Charges

CBC	-	P 50.00	FBS/ RBS	-	P 60.00
Platelet count	-	40.00	Lipid Profile	-	320.00
Blood typing	-	50.00	HbA1c	-	600.00
Routine Urinalysis	-	50.00	Uric Acid	-	70.00
Routine Fecalalysis	-	30.00	Creatinine	-	90.00
Pregnancy test	-	100.00	BUN	-	70.00
Gram Staining	-	100.00	SGPT	-	100.00
HBsAg	-	100.00	Na+ / K+	-	90.00 each

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present laboratory request	1 minute	Laboratory Staff
2. Pay the required fees to the Cashier and present OR to the Med Tech	10 minutes	Cashier
3. Collection of specimen for examination	15 minutes	Med Tech
4. Releasing of the results	This may vary depending on the volume of the patients and the kind of examination requested. Usually every 2 PM for specimen collected in the morning. Other results may be released right after examination.	Laboratory Staff

TREATMENT ROOM

ABOUT THE SERVICE

Other procedures requested by physicians in the course of treating the patients such as injections, wound dressings and suture removal and nebulization are given in this service area.

WHO MAY AVAIL OF THE SERVICE

Residents of Silay City

REQUIREMENT(S)

- Individual Treatment Record
- Physician's prescription

FEES

None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Patient presents Physician's order to the nurse assigned at the Treatment Room	1 minute	Treatment Room Staff
2. Nurse carries out Physician's order	30 minutes	Nurse on duty
3. Nurse gives instructions to the patient before sending home	1 minute	Nurse on duty

DENTAL SERVICES

ABOUT THE SERVICE

Provide dental treatment to adults and children which includes tooth extractions, consultations and oral prophylaxis. It also provides preventive measures through health education classes including dental care to pregnant women as part of pre-natal check-up.

WHO MAY AVAIL OF THE SERVICE

Residents of Silay City

REQUIREMENT(S)

- Individual Treatment Record
- Referral slip
- Official Receipt

FEES

Adult – P100.00

Child - 50.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present referral slip from the BHS	1 minute	Dental Aide
2. Register Patient	10 minutes	Dental Aide
3. Vital signs are taken	10 minutes	Nurse at Admitting Section
4. Pay at the cashier	10 minutes	Cashier Section
5. Submit for desired dental service	15 minutes	Dentist
6. Proceed to the Pharmacy for the medications	10 minutes	Pharmacist

RABIES PREVENTION SERVICE

ABOUT THE SERVICE

Provides post exposure vaccination to animal bite patients and conducts health education classes as preventive measures.

WHO MAY AVAIL OF THE SERVICE

Residents of Silay City

REQUIREMENT(S)

- Individual Treatment Record
- Referral slip
- Anti- Rabies Vaccine and syringe for 1st and 3rd dose
- MDR

FEES

None for the service. However, dog owners have to shoulder the cost of the vaccine for the 1st and 3rd dose.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Patient goes to the Registration area, present referral slip	10 minutes	Registration area staff
2. Patient gets priority number	1 minute	Admitting Section
3. ITR is filled up and vital signs taken	10 minutes	Admitting Section
4. Doctor does the consultation	10 minutes	Physician
5. Submit for vaccination	15 minutes	Nurse Program Coordinator
6. Schedule next visit	5 minutes	Nurse Program Coordinator

IMMUNIZATION SERVICE

ABOUT THE SERVICE

Vaccination of children 0-11 months old against childhood preventable diseases and vaccination of pregnant women for the prevention of tetanus neonatorum. This service is conducted at the Barangay Health Stations.

WHO MAY AVAIL OF THE SERVICE

0-1 months old children residing in Silay City
Pregnant women of Silay City

REQUIREMENT(S)

- Individual Treatment Record
- Growth chart
- HBMR

FEES

None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Registration of the child/ pregnant woman	5 minutes	Brgy. Midwife
2. Vital signs taking	10 min	Brgy. Midwife
3. Immunization of the needed vaccines	10 min	Brgy. Midwife

4. Post immunization instructions	5 min	Brgy. Midwife
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TB DOTS SERVICE

ABOUT THE SERVICE

A strategy in the management of tuberculosis for the prevention of its spread.

WHO MAY AVAIL OF THE SERVICE

Silay City residents with symptoms of TB

REQUIREMENT(S)

- Physical presence of the patient and treatment partner
- Referral from Brgy. Midwife
- ITR
- Chest X-ray result
- Sputum exam result
- MDR

FEES

None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Consultation and examination by the doctor	15 minutes	TB DOTS Center
2. Submit sputum for examination	2 days	TB DOTS Center
3. Submit Philhealth requirements	5 minutes	TB DOTS Center
4. Attend health education lecture	30 minutes	TB DOTS Center
5. Dispensing of medicines and giving of instructions	30 minutes	TB DOTS Center
6. Schedule follow-up visits	5 minutes	TB DOTS Center
7. Follow-up sputum exams results	5 minutes	TB DOTS Center

PRE-NATAL SERVICES

ABOUT THE SERVICE

This service aims to check on the condition of both mother and child from conception to labor and to institute measures that would result to healthy mother and child.

WHO MAY AVAIL OF THE SERVICE

Silay City female residents

REQUIREMENT(S)

- ITR
- HBMR

FEES

None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview of patient and filling up of HBMR	15 minutes	BHS
2. Checking of vital signs and Leopold's maneuver	20 minutes	BHS
3. Giving of TT immunization if needed	5 minutes	BHS
4. Giving of instructions and setting of succeeding visits	10 minutes	BHS

FAMILY PLANNING SERVICES

ABOUT THE SERVICE

This service is offered to couples who want to limit the number of children they want to have or those who want to space pregnancy through presentation of different artificial and natural methods of their choice.

WHO MAY AVAIL OF THE SERVICE

Silay City residents

REQUIREMENT(S)

- ITR
- Form 1
- FP commodities if not available at the CHO

FEES

None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach FP Coordinator / Midwife for the desired service	5 minutes	FP Coordinator/Midwife at BHS
2. Undergo FP counseling	20 minutes	FP Coordinator / Midwife at BHS
3. P.E. and filling up of Form 1	15 minutes	FP coordinator/ Midwife at BHS
4. Provision of desired method	20 minutes	FP Coordinator/ Midwife at BHS
5. Setting of next visit	1 minutes	FP Coordinator / Midwife at BHS

MATERNITY CLINIC

ABOUT THE SERVICE

This service is geared towards safety of both mother and child during delivery attended by professional skilled health workers.

WHO MAY AVAIL OF THE SERVICE

Pregnant women on true labor

REQUIREMENT(S)

- HBMR
- Mother and baby's personal needs
- Beddings
- Laboratory results

FEES

P 2,050.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Woman on true labor presents HBMR to midwife/ nurse on duty	5 min	Maternity staff
2. Assessment of patient for admission or not	15 min	Maternity Staff
3. Submission of PhilHealth requirements if member	5 min	Maternity/Philhealth Clerk
4. Admitted patient is monitored for progress of labor until expulsion of baby	May vary	Maternity Staff
5. Provision of maternal and newborn care	May vary	Maternity Staff
6. Preparation of birth certificate	Within 48 hours	Maternity/PhilHealth Clerk
7. Assessment of mother and child if eligible for discharge	24 hours	Maternity Staff
8. Payment at the cashier if without PhilHealth	10 min	Cashier

DIABETES AND REHABILITATION CENTER

ABOUT THE SERVICE

This center was established for the people of Silay who are suffering from diabetes mellitus to prevent its progression into a more debilitating condition as well as limiting disabilities which bring financial burden not only to the patient but also to the family and the country as well.

WHO MAY AVAIL OF THE SERVICE

Residents of Silay City

REQUIREMENT(S)

The patient should have consultation with the Diabetologist and Physiatrist at the Center before availing of follow up check up by the DM Nurse Coordinator and the Physical Therapists.

FEES

Blood sugar test	-	P 30.00
ECG	-	100.00
Physical therapy	-	30.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
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1. Inquire about the desired service and the requirements.	1 minute	Diabetes and Rehab Center
2. Pay to the cashier and get OR	10 minutes	Diabetes and Rehab Center
3. Submit for desired service a. blood sugar test b. ECG c. Physical therapy d. consultation	10 minutes 30 minutes May vary 15 minutes	Diabetes and Rehab Center
4. instructions for next visit	2 minutes	Diabetes and Rehab Center

SOCIAL HYGIENE CLINIC

ABOUT THE SERVICE

This service aims to detect and diagnose sexually transmitted illnesses especially among commercial sex workers for early intervention and treatment so as to prevent its spread in the community.

WHO MAY AVAIL OF THE SERVICE

Entertainers and symptomatic residents of Silay City

REQUIREMENT(S)

- Chest x-ray
- Stool exam
- Health certificate
- Individual treatment record

FEES

Laboratory	-	P100.00
Health certificate	—	50.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach nurse in charge for the desired service and present requirements needed	1 minute	Social Hygiene Clinic
2. Pay to the cashier and get OR	5 minutes	Cashier
3. Registration of client	5 minutes	Social Hygiene Clinic
4. Examination of client and specimen collection	20 minute	Social Hygiene Clinic
5. Laboratory examination of specimen	1 day	Social Hygiene Clinic
6. Present result to the nurse and/or doctor for interpretation and prescription of medicines	15 minutes	Social Hygiene Clinic
7. Counseling of client	15 minutes	Social Hygiene Clinic
8. Schedule next visit	2 minutes	Social Hygiene Clinic

ENVIRONMENTAL SANITATION SERVICE

ABOUT THE SERVICE

This service implements the Sanitation Code of the Philippines and all other health laws and regulations including local ordinances.

WHO MAY AVAIL OF THE SERVICE

Residents of Silay City

REQUIREMENT(S)

- Chest x-ray
- Stool exam
- ID picture
- Residence Certificate
- Inspection Report of the Sanitary Inspector

FEES

Health certificate _ 50.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach Sanitary Inspector for the desired service and present requirements needed	5 minutes	Environmental Sanitation Office
2. Pay to the cashier and get OR	5 minutes	Cashier
3. Inspection of the Establishment	1 day	Environmental Sanitation Office
4. Preparation of documents for signature of SI and CHO	20 minutes	Environmental Sanitation Office

MEDICO-LEGAL SERVICE

ABOUT THE SERVICE

This service provides assistance to the local authority in the judiciary process through the conduct of physical examinations to victims of violence and post mortem exams to cases with medico-legal implications.

WHO MAY AVAIL OF THE SERVICE

Silay City residents and non-residents who are victims of an incident which happened in the city.

REQUIREMENT(S)

- Police blotter / request
- Official receipt

FEES

P 50.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present police request to the doctor	2 minutes	Doctor's Office
2. Examination of the victim / Post mortem exam of the exam	May vary	Doctor's Office
3. Preparation of certification or report or death certificate/necropsy	30 minutes	Doctor's Office

report		
4. Pay to the cashier	5 minutes	Cashier

ISSUANCE OF DEATH CERTIFICATES

ABOUT THE SERVICE

This service provides assistance to the family of the deceased who died outside of hospital setting for burial purposes.

WHO MAY AVAIL OF THE SERVICE

Family members of the deceased who died in Silay City

REQUIREMENT(S)

- Barangay Certification of Death
- Official receipt
- Death certificate signed by attending physician if the deceased died in hospital in Silay City

FEES

P 50.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Family member presents brgy. certificate of death to the doctor	1 minutes	Doctor's Office
2. Establishment by the doctor of the cause of death	15 minutes	Doctor's Office
3. Pay to the cashier	10 minutes	Cashier
4. Preparation of death certificate by the clerk	20 minutes	Admin Office
5. Signature of the doctor	10 minutes	Doctor's Office
6. Instructions as what to do next and where to go next	5 minutes	Doctor's Office

ISSUANCE OF MEDICAL CERTIFICATES AND PERMITS

ABOUT THE SERVICE

This service includes issuance of medical certificates for school, work, or other purposes ; exhumation permits, etc.

WHO MAY AVAIL OF THE SERVICE

Residents of Silay City

REQUIREMENT(S)

1. Medical records
2. Official receipt
3. For exhumation permits, clearance from the cemetery

FEES

P 50.00
P 20.00 – for students

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Client approaches the doctor for the desired service with the requirements	1 minutes	Doctor's Office
2. Assessment by the doctor of the service needed	15 minutes	Doctor's Office
3. Pay to the cashier	10 minutes	Cashier
4. Signature of the doctor	10 minutes	Doctor's Office