



#### 4. Issuance of Health and Medical Certificate

Medical and Health Certificates are proofs of the status of health of a certain person. These are issued for different purposes like, employment, sickness, medico-legal, good health for food handlers, enrollment, as well as, clearance for joining sports competitions.

All job applicants must secure a health certificate prior employment to ensure that they are physically fit to work in the aforementioned establishments. Medical laboratory results (requirements may vary depending on the type of establishment).

Only Doctors are authorized to sign the Health and Medical Certificates.

<b>Office/Division:</b>	Municipal Health Office / Rural Sanitary Inspection Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	<p><b>For Health Certificates</b> Job Applicants for Food Establishments, Manufacturing, Massage Clinic, Laboratory and Diagnostic Clinic, Beauty and Tonsorial Establishments, Barber and Salon, Lifeguard, Gasoline Station and other establishments requiring such.</p> <p><b>For Medical Certificate</b> Applicants in government service, sickness(Notifiable diseases), medico-legal, clearance for enrollment and children and youth joining sports</p>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Chest X-Ray Result (1 Original)	Radiology X-Ray Department/Hospital
CBC, Urinalysis (1 Original)	Laboratory
Hepatitis B for food handlers and other establishments (1 Original)	Laboratory
Physical Examination Result	Physician on duty, Mun. Health Office
Drug test and neuro-psychologic test for employment (1 Original)	Drug Testing Laboratory
Residence Certificate (1 Original)	Mun. Treasury Office
(1" x 1") ID Picture (1 piece) for health card	Client
Medico-legal form (for medico-legal Cases), (1 Original)	Medical Secretary
For sports clearance, with DEPED form (1 Original)	DepEd
Medical Certificate Form (3 copies)	Medical Secretary or Employer
(requirements may vary depending on the purpose of Medical Certificate)	



- **For Health Certificate**

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Rural Sanitary Inspection Section  1.1 Present medical laboratory results	1. Review laboratory results and Issue an order of payment 1.1 Start preparing the Health Certificate	None	10 Minutes	<i>Sanitation Inspectors On Duty</i> Mun. Health Office
2. Proceed to Mun. Treasury Office for payment	2. Receive payment and Order of Payment 2.1 Issue Official Receipt	PHP 80	5 minutes	<i>Collection Staff</i> Window 1, 2, 3, 4 or 5 Mun. Treasury Office
3. Present OR and sign in logbook upon receipt of Health Certificate	3. Check official receipt 3.1 Issue Health Certificate	None	5 Minutes	<i>Sanitation Inspectors On Duty</i> Mun. Health Office
<b>TOTAL</b>		<b>PHP80</b>	<b>20 Minutes</b>	



● **For Medical Certificate**

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to the Information Desk, register for medical consultation, accomplish the form and submit the completed form.	1. Interview whether he/she is a new or old patient,  1.1 if New- give WAH baseline Data form for consent signing of Data privacy and checklist form  1.2 If old- give a checklist form of services needed  1.3 Provide needed forms and guide on how to fill it up and which services to avail  1.4 Submit form to record section for encoding	None	10 Minutes	<i>Office Staff</i> Record Section Mun. Health Office
2. Proceed to Vital Signs section and initial Interview when called	2. Check temperature, BP, Weight, and Height. Open and update data on WAH consultation, recommend to Doctor on duty for medical certification	None	10 Minutes	<i>Nurse on Duty</i> Mun. Health Office
3. Proceed to Doctor on Duty	3. Interview on current medical condition, perform physical examinations,  3.1 Encode and accomplish Medical certificate form  3.2 Issue Order of Payment	None	15 Minutes	<i>Doctors on Duty</i> Mun. Health Office



<p>4. Proceed to Mun. Treasury office for payment 4.1 Present Order of Payment</p>	<p>4. Accept payment and Order of Payment  4.1 Issue Official Receipt Med Cert – 80.00 Medico-legal: Slight Physical injury- 530.00 Less Serious Physical Injury – 1,030 Serious Physical Injury – 1,530</p>	<p>PHP80 Php 530 Php 1,030 Php 1,530 depending on type of certificate</p>	<p>5 Minutes</p>	<p><i>Collection Staff</i> Window 1, 2, 3, 4, or 5 Mun. Treasury Office</p>
<p>5. Go back to Mun. Health Office present Official Receipt and claim Medical Certificate</p>	<p>5. Check Official Receipt  5.1 Issue accomplished and signed Medical certificate  5.2 Sign in logbook to acknowledge receipt</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Nurse on Duty/ Sanitation Inspector/Medical Officer</i> Mun. Health Office</p>
<p><b>TOTAL</b></p>		<p><b>PHP80</b></p>	<p><b>45 Minutes</b></p>	