



PAP SMEAR SERVICES

How to avail of Pap Smear Services:

Office or Division:	Municipal Health Office / Lying-in Clinic			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	All women			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Certified Photocopy of the following:				
Logbook/ Record book, WAH information sheet, consent form		Municipal Health Office / Lying-In		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish the WAH information sheet	Instruct the patient on how to fill up the WAH information sheet completely and properly. For old patient, get the record.	none	5 minutes	Staff on duty
Active participation and listening of the client during counselling. Patient can ask clarificatory questions. Provide consent for the procedure by affixing their signature on the consent form.	Counsel and screen the patient. Explain the procedure. Allow the patient to ask questions. Obtain the informed consent from the patient.	none	20 minutes	Staff on duty
Client will proceed to examination room	Staff on duty will perform the Pap Smear procedure	none	10 minutes	Staff on duty
Receive Order of Payment and proceed to the Municipal Treasury and return to Tanza Municipal Lying in Clinic to show official receipt.	Staff on duty will prepare order of Payment and receive the official receipt from the client after payment of fees	Php 120	2 minutes	
Listen and ask questions/clarifications	Advise client on follow up schedule		2 minutes	Staff on duty



	Send the labelled cervical specimen to the laboratory for examination		2 minutes	Staff on duty
TOTAL:		Php 120	41 minutes (VIA procedure) and 4 to 6 weeks for the laboratory results.	

Total time for the Pap smear procedure is 40 minutes but may increase to 60 minutes including waiting time, depending on the bulk of clients and the number of available midwives/doctors for referred patients.

The turn - around time of the release of laboratory results would usually take 4 to 6 weeks depending on the number and availability of the staff performing the test and the bulk of specimens to be tested.