

ISSUANCE OF VD CLEARANCE AND STD SEMINAR CERTIFICATE

Schedule of Availability of Service:

Monday-Friday

8:00 am to 5:00 pm without noon break

Who May Avail of the Service:

Employees working in Night Establishments/ KTV Bars as:

- Waiter/Waitress
- GRO
- Usher/ Usherette
- Cashier
- Bartender/ Bar Girl
- Floor Manager
- Receptionist
- Dancer/ Model
- Disc Jocks
- Impersonators
- Make-up Artist
- Bouncer
- Band Member/ Singer
- Busboy

Employees working in Massage Parlor/ Spa/ Sauna Baths as:

- Massage attendants/ Masseuse/ Therapist
- Room Attendant
- Lady Keeper
- Linen

What are the Requirements:

Medical Requirements:

- Gram Staining
- Urinalysis
- Fecalalysis
- Hepatitis B Screening
- RPR/Syphilis Screening
- X-Ray (from Accredited Laboratories ONLY)

Other Requirements:

- Present Official Receipt showing payment of laboratory services done at SHC
- Duly accomplished Individual Form from BPLO
- STI/HIV/AIDS Seminar Certificate (from SHC)
- Finish medication (if any)
- 1x1 ID picture

Duration: 170 minutes

How to avail of the service:

Step	Applicant	Service Provider	Duration of the Activity	Person-in-Charge	Fees	Form
1	Log name at the Daily Client Registry upon arrival	Assist clients' inquiries and assist in filling the registry list	5 minutes	Hilario S. Dayto Administrative Aide I		Daily Client Registry
2	Secure Order of Payment for services to be availed	Provide Order of Payment	5 minutes	Felicia S. Perez Administrative Aide III	Gram Staining Php 50.00 Urinalysis Php 50.00 Fecalysis Php 45.00 Hepa B Screening Php 200.00 VDRL/ RPR Php 60.00 STI Seminar Php 100.00	Order of Payment
3	Pay fees at the Cashier <i>(Proceed to: Treasury Office, ground floor)</i>					
4	Present Official Receipt showing payment of laboratory services availed and then accomplish lab request form provided	Record Official Receipt and then Collect accomplished lab request form	5 minutes	Felicia S. Perez Administrative Aide III		Official Receipt, Lab request form
5	Submit needed specimens/ Blood Extraction	Blood extraction	5 minutes	Evelyn S. Torres,RMT Medical Technologist I		Lab request form
		Collect specimen (Urine &/or Stool)	5 minutes	Renee C. Caindoy Laboratory Aide I Enrico John Gicano Administrative Aide		
		Vaginal/ Urethral smear collection	5 minutes	Glovie Marie W. Nuñez,RN Nurse I Michi S. Tomizawa, RN Nurse I Remilyn Patinga, RN Nurse I		
6	Proceed with completion of other requirements: - X-ray (from accredited laboratories only) - Collect and accomplish Individual Form from BPLO	Process specimen samples for testing and reading of laboratory results.	<ul style="list-style-type: none"> 1 hour – testing and reading blood samples 15 minutes – urine/ stool reading 10 minutes – smear staining and reading 	Evelyn S. Torres,RMT Medical Technologist I Renee C. Caindoy Laboratory Aide I		
7	Attend STI/HIV/AIDS Seminar	Conduct STI/HIV/AIDS Seminar	30 minutes (Monday – Friday; 10:00 AM and 2:00 PM)	Hilario S. Dayto Administrative Aide I Richie T. Dayto Administrative Aide I		

				Enrico John B. Gicano Administrative Aide I		
8	Submit other requirements needed for attachment and release of medical results, VD Clearance and STD Seminar Certificate	If all medical requirements are cleared, prepare and release the laboratory results, attach other pertinent papers submitted then process paper. Instruct Client to proceed to the Sanitation Division for the next step.	10 minutes	Glovie Marie W. Nuñez, RN Nurse I Michi S. Tomizawa, RN Nurse I Remilyn Patinga, RN Nurse I		Individual form from BPLO, VD Clearance and STD Seminar Certificate
		If medical results are not cleared, the Physician sees the client for further evaluation and health teaching. Client may be asked to finish medications and repeat test after 5-7 days till cleared.	15 minutes	Dionisio B. Sabio, MD Physician		
End of Transaction						

DIAGNOSTIC TESTING FOR STD

Schedule of Availability of Service:

Monday-Friday
8:00 am to 5:00 pm without noon break

Who May Avail of the Service:

Walk-in (Out-patient), Clients referred from Public Health Centers/ Private Clinics/ Physicians

What are the Requirements:

Laboratory request from referring Physician/ Health Center (if available)

Duration: 180 minutes

Step	Applicant	Service Provider	Duration of the Activity	Person-in-Charge	Fees	Form
1	Present referral form from requesting Physician/ Health Center (if available) then log name at the Daily Client Registry	Receive referral form (if any) then assist client in logging in at daily client registry	5 minutes	Felicia S. Perez Administrative Aide III Clarizza D. Caliolio Nurse Aide/ HIV Counselor		Referral form(if any)
2	Client History Taking	Obtain Client History and fill out needed lab request form	10 minutes	Glovie Marie W. Nuñez, RN Nurse I Michi S. Tomizawa, RN Nurse I Remilyn Patinga, RN Nurse I		Out patient record Lab request form
		Provide Pre-test Counseling for clients availing the HIV anti-body testing	15 minutes	Clarizza D. Caliolio Nurse Aide/ HIV Counselor		HIV testing Form A
3	Secure Order of Payment (clients for HIV Testing, proceed to step 6)	Provide Order of Payment	5 minutes	Felicia S. Perez Administrative Aide III	Gram Staining Php 50.00 Urinalysis Php 50.00 Fecalysis Php 45.00 Hepa B Screening Php 200.00 VDRL/ RPR Php 60.00 STI Seminar Php 100.00 HIV Testing FREE	Order of Payment
4	Pay fees at the Cashier (Proceed to: Treasury Office, ground floor)					
5	Present Official Receipt showing payment of laboratory services availed	Record Official Receipt	5 minutes	Felicia S. Perez Administrative Aide III		Official Receipt

6	Submit needed specimens/ Blood Extraction	Blood extraction	5 minutes	Evelyn S. Torres,RMT Medical Technologist I		
		Collect specimen (Urine &/or Stool)	5 minutes	Renee C. Caindoy Laboratory Aide I Enrico John Gicano Administrative Aide		
		Vaginal/ Urethral smear collection	5 minutes	Glovie Marie W. Nuñez,RN Nurse I Michi S. Tomizawa, RN Nurse I Remilyn Patinga, RN Nurse I		
7	Wait while specimens are tested.	Process specimen samples for testing and reading of laboratory results.	<ul style="list-style-type: none"> • 1 hour – testing and reading blood samples • 15 minutes – urine/ stool reading • 10 minutes – smear staining and reading 	Evelyn S. Torres,RMT Medical Technologist I Renee C. Caindoy Laboratory Aide I		
8	Receive Laboratory Result	Prepare and release the laboratory result, provide Health Teaching, Instruct client of proper medication intake prescribed by the physician (if any).	10 minutes	Glovie Marie W. Nuñez,RN Nurse I Michi S. Tomizawa, RN Nurse I Remilyn Patinga, RN Nurse I		Laboratory results Referral forms (if needed)
		Provide Post-test Counseling for clients availing the HIV anti-body test. Client may be asked to return if specimen is for confirmatory testing.	15 minutes	Clarizza D. Caliolio Nurse Aide/ HIV Counselor		
		Physician sees client if with findings for prescription and health teaching or may refer for further evaluation. Client may be asked to return after medications (if any).	15 minutes	Dionisio B. Sabio, MD Physician		
End of Transaction						