

## 4. Birthing Home Services

### 4.1 Hearing Test

This service aims to identify potential hearing loss in the newborn, as hearing is crucial for speech and language development. The Municipal Health Office provides hearing tests to all newborns delivered at our health facilities.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to client			
<b>Who may avail:</b>	All newborns delivered at Tagoloan			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
▪ Home Based Mother Record (original)			▪ Client	
▪ Discharge Slip (original)			▪ client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present discharge slip	Assess clients and record information	none	15 minutes	<i>Midwife I, II</i> Municipal Health Office
2. Proceed to the screening room with the newborn baby	1 Fill up the baby registry logbook 2 Assess and check the status of the baby 3 Perform Hearing Test	none	30 minutes	<i>Municipal Health Officer, Nurse I, Midwife I, II</i> Municipal Health Office
3. Claim the result and home medication	1 Issue result and with instruction to mother. 2 Discharge with home medication		20 minutes	<i>Nurse I, Midwife I, II</i> Municipal Health Office

4. Request client to accomplish the client satisfaction survey (CSS) Form	Accomplished the CSS form and drop it to feedback box	none	10 minutes	<i>Administrative Aide / Municipal Health Office</i>
<b>TOTAL:</b>			1 hour & 15 minutes	

## 4.2 Newborn Screening

This service ensures that every baby is offered the opportunity to undergo newborn screening thereby being spared from 28 metabolic and heritable conditions that can lead to mental retardation and death if undetected and untreated. These metabolic diseases which can be screened through this procedure can be managed early thus, complications can be preventive.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to client			
<b>Who may avail:</b>	All newborns born within Tagoloan			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
▪ Baby's chart			▪ Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presentation of baby's chart	Assess client and record information	None	15 minutes	<i>Midwife I, II</i> Municipal Health Office
1. Proceed to the screening area with the newborn baby	1 Fill up newborn screening filter cards 2 Assess and check the status of the baby 3 Perform and collect blood samples	none for PhilHealth member  Php 1,750.00 for non-PhilHealth	1 hour	<i>Municipal Health Officer, Nurse I, Midwife I, II</i> Municipal Health Office

3. Claim discharge slip	Issue discharge and notification result slip and tell the mother to return on the scheduled date to get the official result of newborn screening.	None	15 minutes	<i>Nurse I, Midwife I, II Municipal Health Office</i>
4. Request client to accomplish the Client Satisfactory Survey form	Accomplished the Satisfactory Survey form and drop it to feedback box	None	10 minutes	<i>Administrative Aide I Municipal Health Office</i>
<b>TOTAL:</b>			1 hour and 40 minutes	

### 4.3 Normal Spontaneous Delivery

This service aims to deliver normal and non-complicated pregnancies, examination of all newborns and conducting postnatal care.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to client			
<b>Who may avail:</b>	All pregnant women in active labor within Tagoloan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
▪ Home Based Mother Record (original)		▪ Client		
▪ Laboratory Results (original)		▪ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Sign in to client's logbook in the information area.	Register clients	None (with Philhealth)  Php 3,000.00 (without Philhealth)	10 minutes	Midwife I, II Municipal Health Office
2. Present HBMR (pink card) or Mother Baby Book and laboratory results	Assess clients and record information and admit the patient	none	15 minutes	Municipal Health Officer , Nurse I, Midwife I, II Municipal Health Office

3.1 Proceed to labor/delivery room	3.1 Monitor and record the progress of labor, assists normal spontaneous delivery, conducts immediate postpartum and essential newborn care.	none	6 hours	<i>Municipal Health Officer, Nurse I, Midwife I, II</i> Municipal Health Office
3.2 Proceed to ward.	3.2 Monitor mother and baby, health teachings on nutrition, family planning and breastfeeding	none	24 hours	<i>Nurse I, Midwife I, II</i> Municipal Health Office
3.3 Claim discharge slip and home medication	3 Issue discharge slip and home medication	none	15 minutes	<i>Nurse I, Midwife I, II</i> Municipal Health Office
4. Request client to accomplish the client satisfaction survey (CSS) Form	4. Accomplished the CSS form and drop it to feedback box	none	10 minutes	<i>Administrative Aide I</i> Municipal Health Office
<b>TOTAL:</b>			30 hours and 50 minutes	