

b. Normal Spontaneous Delivery Service

Our birthing facility caters to women who are about to give birth provided that they will fall under the low risk normal vaginal deliveries; they will be admitted for normal delivery and will be discharged after 24 hours of giving birth without any complications.

No Balance Billing (NBB) for Philhealth Members

PHP 5,000.00 fee for non-philhealth members (Municipal Ordinance No. 58-S-2014)

Office or Division:	Municipal Health Office / Lying-In Clinic			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	Pregnant women			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Prenatal record (Logbook, TCL, HBMR, Mother and Baby Book) (1 Original or Certified Photocopy)		Mun. Health Office/Lying-In		
2. Laboratory/diagnostic exam results and philhealth records (1 Original or Certified Photocopy)		Patient		
3. Philhealth MDR/ ID		Patient		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the WAH information sheet and sign the consent form for new patient/get the record for old patient	1. Explain forms and get previous records for old patients	None	5 Minutes	<i>Lying-In Staff on duty:</i> Mary Jingle Alcantara
2. Proceed to examination room for assessment and review of records	1. Assess the patient If in labor; -vital sign determination -accomplish the labor record and do the partograph once in active labor -physical examination and inform the mother of the findings -monitor the mother and baby	None	1- 2 Hours depending on the stage of labor of patient when admitted	Lolit Riginding Rosalina Viaje Nora Pangan Ma. Luisa Tamio Elena Morana Estela Redondo Kristine Joyce Pulido Sheradee Sorino Phil Justo Torres Ragi-ray Figueroa Ma.Linneth Siva

	and the progress of labor			Ehva Estacion, Jewelyn Labordo & Laura Amador, and others on duty
3. Proceed to delivery room for the delivery of the baby and placenta	3. Assist the patient to the delivery table and attend delivery	None	30 minutes	Jennifer Tejada Josie Armijo
4. Care of the mother and baby after delivery	4. Provide postpartum care for the mother & baby	None	30 - 60 Minutes	Letlet Solis Babylee Joya Andromeda Dechavez
5. Transfer to ward	5. Assist transfer to ward and monitor VS & signs of bleeding for 24 hours	None	10 minutes	<i>Doctors on Call:</i>
6. Settle all documents for Philhealth or pay if non- philh before discharge	6. Review document, examine patient and baby, order for discharge 6.1 Give Order of payment	None	15 Minutes	Dr. Ruth S. Punzalan Dr. Mary Joy M. Rubia Dr. Christian Bleza Dra. Celeste Halili Mun. Health Office
8. Go to Mun. Treasury Office for payment	8. Get payment and Order of Payment (non-Philhealth) 8.1 Issue Official Receipt	PHP5000 NBB for PhilHealth Member	5 Minute	<i>Collection Staff</i> Window 1, 2, 3, 4 or 5 Mun. Treasury Office
9. Go back to Lying-In and Receive postpartum and neonatal care instructions & follow up schedule	9. Check Official Receipt 9.1 Explain postpartum and neonatal care, 9.2 Give follow up schedule and danger signs for immediate consult	none	10 Minutes	<i>Lying -in staff</i> Mun. Health Office
TOTAL:		PHP5000 NBB for	4 Hours &	

	Philhealth Member	17 Minutes Depends on the progress of labor	
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(Maternal Health Care Service -Normal Spontaneous Delivery Service) is qualified for a multi-stage process.