



DR. JOSE FABELLA MEMORIAL HOSPITAL

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DEPARTMENT OF NEWBORN MEDICINE CITIZEN'S CHARTER

STEP BY STEP PROCEDURE IN AVAILING NEWBORN SCREENING

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday 8:00 a.m. - 5:00 p.m.

STEP	ACTIVITIES	FEE	FORM	DOCUMENTARY REQUIREMENT	MAXIMUM TIME	RESPONSIBLE EMPLOYEE	ALLOWABLE PERIOD OF EXTENSION AND ACCEPTABLE REASONS
1	Present requirements for Newborn Screening at the Department of Newborn Medicine Office.	None	None	Request Form for Newborn Screening; and Approved Philhealth CF2 Form	5 minutes	Department of Newborn Medicine Staff	5 minutes depending on the queue
2	If with no Philhealth availment, get Order of Payment and go to the Cashier to pay for Newborn Screening.	P 600.00	Order of Payment; Official Receipt	None	10 minutes	Cashier	10 minutes depending on the queue
3	Go back to the Department of Newborn Medicine Office to present the receipt and supply important information regarding the patient.	None	Information Slip	Official Receipt	10 minutes	Department of Newborn Medicine Staff	10 minutes depending on the queue
4	Wait for Newborn Medicine staff to issue to you a filled-out Newborn Screening Kit or Filter Card.	None	Newborn Screening Kit or Filter Card	None	10 minutes	Department of Newborn Medicine Staff	5 minutes depending on the queue
5	Sign in the Newborn Screening logbook to acknowledge receipt of Newborn Screening Kit or Filter Card.	None	Newborn Screening Logbook	None	2 minutes	Department of Newborn Medicine Staff	2 minutes depending on the queue
6	Bring the Newborn Screening Kit or Filter Card to the ward where baby is admitted and give it to the Nurse for blood extraction.	None	None	Newborn Screening Kit or Filter Card with attached CF2 (if with Philhealth availment)	15 minutes	Pediatrician/ Neonatologist/ Nurse trained on Newborn Screening	10 minutes depending on the queue
7	After extraction, get the filled-out Newborn Screening Filter Card and submit it to the Department of Newborn Medicine Office.	None	Newborn Screening Logbook	Filled-out Newborn Screening Filter Card	5 minutes	Staff who extracted the blood (and Ward Nurse Supervisor); Department of Newborn Medicine Staff	

Submitted by:

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Chair, Department of Newborn Medicine

Approved by:

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Medical Center Chief II