



DR. JOSE FABELLA MEMORIAL HOSPITAL

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COMPREHENSIVE FAMILY PLANNING SERVICE CITIZEN'S CHARTER

STEP BY STEP PROCEDURE FOR THE PROVISION OF OUT-PATIENT BILATERAL TUBAL LIGATION (BTL) OR NO SCALPEL VASECTOMY (NSV)

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday 8:00 am - 5:00 pm

STEP	ACTIVITIES	FEE	FORM	DOCUMENTARY REQUIREMENT	MAXIMUM TIME	RESPONSIBLE EMPLOYEE	ALLOWABLE PERIOD OF EXTENSION AND ACCEPTABLE REASONS
1	Go to Comprehensive Family Planning Service (CFPS) Registration Area for interview and issuance of Patient Health Card.	None	FP Form 1; Patient Health Card	None	10 minutes	CFPS Midwife	-
2	Proceed to the assigned Examination Room for medical history taking; physical examination and counseling regarding the method chosen.	None	Pre and Post - Operative Form (if for BTL); NSV Evaluation Form (if for NSV)	FP Form 1; Patient Health Card	15 minutes	CFPS Medical Specialist or Officer	10 minutes depending on the client's inquiries or concerns
3	Read the informed Consent Form or listen as the staff explains it to you, then sign if you consent to undergo the chosen procedure.	None	Informed Consent Form	None	10 minutes	CFPS Medical Specialist or Officer/ CFPS Nurse	10 minutes depending on the client's inquiries or concerns.
4	Wait for the CFPS staff to bring you to the CFPS Operating Room and perform the chosen procedure.	None	Operative Record	Signed Informed Consent Form; Pre-operative Checklist (if for BTL)	Depends on the procedure	CFPS Medical Specialist or Officer/ CFPS Nurse	-
5	After the procedure, you will be brought or directed to go to CFPS Waiting Area to receive instructions on post - operative care and schedule of follow - up.	None	Post - operative Instructions	Patient's Chart	10 minutes	CFPS Medical Specialist or Officer/ CFPS Nurse	5 minutes depending on the client's inquiries or concerns
6	For Philhealth patients, go to Philhealth Section to process the Philhealth Availment and submit the for to CFPS. For those without Philhealth, ask for the Order of Payment then go to the Cashier to pay it. Alternately, you can ask your realtive or companion to do it.	Free for Philhealth Members P530.00 for BTL; P300.00 for NSV (if non - member)	None Order of Payment; Official Receipt	Philhealth Availment Form None	15 minutes 10 minutes	Philhealth Section Staff; CFPS Midwife CFPS Midwife Cashier	5 minutes depending on the queue at the Philhealth Section or Cashier
7	If payment was made, go back to the CFPS to present the receipt for documentation.	None	Logbook	Official Receipt	2 minutes	CFPS Midwife Cashier	-

Submitted by:

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Approved by:

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Medical Center chief II