



REFILL OF PRESCRIBED MEDICATIONS

STEP	ACTIVITIES	FEE	NECESSARY FORM	MAXIMUM TIME	RESPONSIBLE OFFICER/STAFF	ALLOWABLE PERIOD OF EXTENSION ACCEPTABLE REASON
1	LOG NECESSARY INFORMATION IN THE EHS LOGBOOK	NONE	EHS LOG BOOK	1 minute	Nurse on Duty	5 minutes - Depending on the number of patients
2	PRESENT MEDICATION CARD	NONE	MEDICATION CARD	2 minutes	Nurse on Duty	4 minutes - Depending on the number of patients
3	PRESCRIPTION	NONE	PRESCRIPTION FORM	5 minutes	Resident Doctor on Duty	10 minutes - Depending on the number of patients



CONSULTATION for CATEGORY I, II and BOOSTER DOSE

STEP	ACTIVITIES	FEE	NECESSARY FORM	MAXIMUM TIME	RESPONSIBLE OFFICER/STAFF	ALLOWABLE PERIOD OF EXTENSION ACCEPTABLE REASON
1	WAIT FOR NUMBER TO BE CALLED	NONE	OPD CHART	2 minutes	Resident Doctor on Duty or Nurse on Duty	5 minutes - Depending on the number of patients
2	VITAL SIGNS TAKING	NONE	VITAL SIGNS FORM	5 minutes	Nurse on Duty	8 minutes - Depending on the number of patients
3	WOUND CARE	NONE	OPD CHART	15 minutes	Nurse on Duty	30 minutes - Uncooperative patient
4	CATEGORIZATION CONSULTATION	NONE	OPD CHART	10 minutes	Resident on Duty or Nurse on Duty	15 minutes - Depending on the number of patients
5	PROCEED TO CASHIER FOR PAYMENT OF ARV, ATS and TT (If no FREE ARV available at the ABTC)		CHARGE SLIP	10 minutes	Cashier	
6	PRESENT OFFICIAL RECEIPT AND HANDOVER OF VACCINES	NONE	OFFICIAL RECEIPT FROM THE CASHIER	5 minutes	Nurse on Duty	
7	SKIN TEST ATS (ANTI-TETANUS SERUM)	NONE	OPD CHART	30-40 minutes	Nurse on Duty	60 minutes - Depending on the result of the skin test



						- Uncooperative patient
8	VACCINATION	NONE	OPD CHART	5 minutes	Nurse on Duty Resident Doctor on Duty	15 minutes - Uncooperative patient
9	INSTRUCTION FOR FOLLOW UP CONSULTATION	NONE	OPD CHART	5 minutes	Nurse on Duty Resident Doctor on Duty	



CONSULTATION for CATEGORY III						
STEP	ACTIVITIES	FEE	NECESSARY FORM	MAXIMUM TIME	RESPONSIBLE OFFICER/STAFF	ALLOWABLE PERIOD OF EXTENSION ACCEPTABLE REASON
1	WAIT FOR NUMBER TO BE CALLED	NONE	OPD CHART	2 minutes	Resident Doctor on Duty or Nurse on Duty	15 minutes - Depending on the number of patients
2	VITAL SIGNS TAKING	NONE	VITAL SIGNS FORM	5 minutes	Nurse on Duty	8 minutes - Depending on the number of patients
3	WOUND CARE	NONE	OPD CHART	15 minutes	Nurse on Duty	30 minutes - Uncooperative patient
4	CATEGORIZATION and CONSULTATION	NONE	OPD CHART	10 minutes	Resident on Duty or Nurse on Duty	15 minutes - Depending on the number of patients
5	PHIC CONFIRMATION	NONE	Patient's PHIC Number or PHIC Identification Card	5 minutes	Nurse on Duty	8 minutes - Downtime of HOMIS
6	PROCEED TO CASHIER FOR PAYMENT OF ARV, ATS and TT (If NO FREE ARV available at the ABTC)		CHARGE SLIP	10 minutes	Cashier	
7	PRESENT OFFICIAL RECEIPT AND HANDOVER OF VACCINES	NONE	OFFICIAL RECEIPT FROM THE CASHIER	3 minutes	Nurse on Duty	



7	SKIN TEST FOR ATS (ANTI-TETANUS SERUM) AND RIG	NONE	OPD CHART	30-40 minutes	Nurse on Duty	60 minutes - Depending on the result of the skin test - Uncooperative patient
8	VACCINATION OF ARV (Anti-Rabies Vaccine) ON BOTH DELTIOD	NONE	OFFICIAL RECEIPT OPD CHART	5 minutes	Nurse on Duty	15 minutes - Uncooperative patient
9	VACCINATION OF EQUINE ANTIRABIES IMMUNOGLOBULIN (ERIG)	None	PHIC availment Form OPD CHART	10 minutes	Nurse on Duty Resident Doctor on Duty	20 minutes - Depending on the result of the skin test and area of the bite - Uncooperative patient
10	INSTRUCTION FOR FOLLOW UP CONSULTATION	NONE	OPD CHART PEP Card	5 minutes	Resident Doctor on Duty Nurse on Duty	