**GUIDELINES FOR SECURING HEALTH/MEDICAL CERTIFICATES**

**FOR FOOD HANDLERS AND NON-FOOD HANDLERS**

**FOOD HANDLER** - *any person who works and handles, stores, prepares and serves food, drinks, ice or who comes in contact with any eating or cooking utensils and food vending machines.*

**NON-FOOD HANDLER** *– any person who works and who is not a Food Handler.*

*All* ***food handlers*** *are required to renew their health certificate/card* ***six (6) months*** *after the date of their card’s issuance while that for* ***non-food handlers****, after* ***twelve (12) months.*** *For renewal, bring your old health certificate /card, go through this same process flow and comply with all requirements, before a new health certificate/card will be issued to you.* ***Thank you…***

**APPLICANT**

 NOTE: For the initial issuance of Health Certificate/Card, the Medical Certificate, the fee of which is P 70.00, similar to the Health Certificate/Card, is provided for free. For renewal (for food handlers), a medical certificate will no longer be issued but the fee for the Health Certificate /Card will be lower at P 50.00).

 If your lab tests and/or medical exam is/are with **negative findings**, you will be issued your Medical Certificate and Health Certificate/Card.

* Present Laboratory Test Results

Standard Requirements:

1. Fecalysis
2. Sputum Test and/or X-ray Result
* Ask for assistance at the Information Area/RSI Office;
* Present required document/s

 If your lab tests and/or medical exam is/are with **positive findings**, treatment is required. After the treatment, you have to return and bring with you your previous official receipt, medical exam and/or lab results but will only pay for the repeat medical exam and/or lab tests with positive findings.

 If your medical exam is with **negative findings**, you will be issued your Medical Certificate and Health Certificate/Card.

* Proceed to the laboratory and present your official receipt

The Med. Tech will give you instructions on the collection of specimen/s for the lab test/s.

* Submit your specimen/s after collection to the Med Tech and while waiting for your lab test results, return to the RSI office for medical exam and referred to the MHO.
* Proceed to the RSI office for medical exam and referred to the MHO.

If lab tests presented **have both** Sputum Test and /or X-ray and Fecalysis results and are **negative**:

RSI or his representative will issue Order of Payment for the medical exam, health certificate and card

RSI or his representative will issue Order of Payment for the medical exam, **sputum test**, health certificate and card

1. **Sputum Exam = Php 50.00**
2. **Medical Certificate and Health Certificate/Card = Php 70.00**
* Pay to the Cashier. Ask for your official receipt
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* Pay to the Cashier. Ask for your official receipt
1. **Medical Certificate and Health Certificate/Card = Php 70.00**
2. **Fecalysis = Php 50.00**
3. **Medical Certificate and Health Certificate/Card = Php 70.00**

RSI or his representative will issue Order of Payment for the medical exam, **fecalysis**, health certificate and card

If lab tests presented **have no Fecalysis** or if result is **positive**:

If lab tests presented **have no Sputum Test and /or X-ray** result/s or if result is **positive**:

***WITH*** Lab Test Results

***NO*** Lab Test Results

If lab tests results presented are **LESS THAN 90 DAYS** on the day of application-

If lab tests results presented are **MORE THAN 90 DAYS** on the day of application-

* Pay to the Cashier. Ask for your official receipt
1. **Fecalysis = Php 50.00**
2. **Sputum Exam = Php 50.00**
3. **Medical Certificate and Health Certificate/Card = Php 70.00**

RSI or his representative will issue Order of Payment for the required medical exam, lab tests, health certificate and card

Release of Sputum Test Results:

Specimens submitted in the morning (Cut-off is 11:30 AM)

 Results released at 3:00 PM, same day

Specimens submitted in the afternoon (Cut-off is 4:00 PM)

 Results released the next working day at 10:00 AM.