

Scheduling Mobile Blood Donation Activities

Setting up for available schedule to conduct blood donation activity. Opens from Mondays to Fridays at 8am-12nn; 1:00pm-5pm.

OFFICE OR DIVISION	Provincial Health office- Negros First Provincial Blood Center			
Classification	Simple			
Type of Transaction	Government to Client			
Who may avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Secure a letter request from requesting party or agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a letter- request addressed to the Provincial Health Officer II through the Blood Center Manager and the Provincial Blood Program Coordinator and submit to Provincial Health Office Administrative section	Receive and forward the letter to the PHO II for approval of request	none	2 minutes	Admin Aide /Admin Clerk/Records Officer
	Approve request and inform the Blood	none	3 minutes	Provincial Health Officer II
	Inform or contact the client regarding the	none	5 minutes	Provincial Blood Program
2. Recruit and gather voluntary blood donors and provide	Conduct blood donation activity	none	Variable 4-6 hours	Mobile Blood Donation Team
TOTAL:			9 minutes	

Scheduling Mobile Blood Donation Advocacy Activities

Setting up for available schedule to conduct blood donation advocacy or orientation. Opens from Mondays to Fridays at 8am-12nn; 1:00pm-5pm.

OFFICE OR DIVISION	Provincial Health office- Negros First Provincial Blood Center			
Classification	Simple			
Type of Transaction	Government to Client			
Who may avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

Letter Request		Secure a letter request from requesting party or agency		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a letter- request addressed to the Provincial Health Officer II through the Blood Center Manager and the Provincial Blood Program Coordinator and submit to Provincial Health Office Administrative section	Receive and forward the letter to the PHO II for approval of request	none	2 minutes	Admin Aide /Admin Clerk/Records Officer
	Approve request and inform the Blood	none	3 minutes	Provincial Health Officer II
	Inform or contact the client regarding the	none	5 minutes	Provincial Blood Program
2. Recruit and gather voluntary	Conduct blood donation advocacy activity	none	30 minutes to 1 hour	Mobile Blood Advocacy Team
TOTAL:			10 minutes	

Dispensing of Blood and Blood Components

Issuance of blood and blood components to folks/patients who procure blood. Opens 24 hours / 7 days a week.

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Classification	Simple			
Type of Transaction	Government to Client			
Who may avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Completely filled out Blood Request signed by the attending physician. Certificate to withdraw blood. Blood transport box with coolants (as appropriate). Applicable blood processing fees.		Admitting hospital or out-patient healthcare centers. NFPBC partner agencies (Local Government Units or Non Government Personal. Personal.		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to NFPBC laboratory	Assess completeness of the requirements.	none	2 minutes	Medical Technologist
2. Wait for/listen to the advice	Check for and advice client of the availability	none	2 minutes	Medical Technologist
3. Pay the applicable blood processing fees; present valid ID	Impose applicable discounts/grants; accept	Government	Private	

* Whole Blood	payment blood processing fees; official receipt.	1,100 Php	1,500 Php	2 minutes	Cashier/ Medical Technologist
* Packed RBC		1,000 Php	1,200 Php		
* Other blood components		700 Php	900 Php		
4. Present blood transport box	Final check of donor units' blood type and	none		2 minutes	Medical Technologist
5. Sign transaction record and get	Present transaction record to client for fill-	none		2 minutes	Medical Technologist
6. Accept blood unit/s and	Advice client to endorse document/s and	none		1 minute	Medical Technologist
7. Transport of blood units to	Recording of the donor demographics,	none		1 minute	Medical Technologist / Medical
TOTAL:				12 minutes	