

CITY POPULATION DEVELOPMENT DEPARTMENT

CONDUCTING PAP-SMEAR

Pap smear, is an exam a doctor uses to test for [cervical cancer](#) in women. It can also reveal changes in your cervical cells that may turn into [cancer](#) later. Pap-smear schedule is every Monday & Friday from 8:00 am - 4:00 pm.

Office or Division:	City Population Development Department			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	Women who wants to undergo gynecological check-up			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Women with no menstruation or at least 10 days after menstruation and 2 days without Sexual contact before the procedure				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and provide personal profile.	1.1 Ask for client's personal information 1.2 Prepare materials for pap smear		5 minutes	Officer of the day
2. Empty bladder before the procedure	2.1 Advise client to be ready for specimen collection 2.2 Record transaction in the logbook		10 minutes	Family Planning provider
3. Pay the amount	3.1 Receive payment for pap smear after the procedure 3.2 Inform clients that the specimen is sent out to outside laboratory, and they shall be contacted once the result is available	P 170.00	5 minutes	Family Planning provider
4. Receive the results	4.1 Release of pap smear (For clients with pathologic findings: clients will be given referral form to Social Hygiene Clinic for further assessment and management.)		2 weeks	Family Planning provider

END OF TRANSACTION