

CONDUCTING PAP-SMEAR

A 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. The pap-smear schedule is every Monday and 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 want to undergo a gynecological check-up			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Women with no menstruation or at least 10 days after menstruation and 2 days without sexual contact before the procedure. 2. Acknowledgement Receipt (Original) 3. Payment Receipt (Original)		City Population Development Office Diagnostic Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and provide a personal profile.	1.1 Ask for the client's personal information	none	10 minutes	Officer of the day
	1.2 Prepare materials for pap smear		5 minutes	
2. Empty the bladder before the procedure	2.1 Advise client to be ready for specimen collection 2.2 Record the transaction in the logbook	none	10 minutes	Family Planning provider
3. Pay the amount	3.1 Receive payment for pap smear after the procedure and issue acknowledgment receipt	P 200.00	5 minutes	Family Planning provider
4. Wait for the result	4.1 Advise the client that the specimen will be sent	none	3 weeks	Family Planning provider

	to a diagnostic laboratory for processing and they will return for the result -Official Receipt from the diagnostic laboratory will be issued upon the release of the result			
4. Receive the results	4.1 Release of pap smear (for clients with pathologic findings: clients will be given a referral form to Social Hygiene Clinic for further assessment and management.)	none	5 minutes	Family Planning provider
END OF TRANSACTION				