



## 1. Application for Membership to the National Comprehensive Newborn Screening System (NCNBSS)

<b>Office or Division</b>	Newborn Screening Reference Center
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Businesses
<b>Who may Avail</b>	Health Facilities (hospitals, health infirmaries, health centers, birthing homes, lying-in centers or puericulture centers with obstetrical and pediatric services, whether public or private)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application - Institutional Membership Form w/ DOH-DOH-Center for Health Development's endorsement	<a href="http://www.newbornscreening.ph">www.newbornscreening.ph</a>
Additional requirement for private health facilities: DTI Certificate/SEC Registration	
Additional requirement for private health facilities: Business/Mayor's Permit	
Additional requirement for public health facilities: Any legal document bearing the facility's full name (i.e. DOH license to operate, local resolution)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits application with complete requirement/s to the Newborn Screening Reference Center (NSRC) through any of the following: fax +632. 8247.60.08, email (info@newbornscreening.ph) or mail	<ul style="list-style-type: none"> <li>&gt; Receives application and Requirement/s</li> <li>&gt; Verifies information in the application</li> </ul>	None	5-10 minutes	Administrative Officer (Records Officer)
	<ul style="list-style-type: none"> <li>&gt; Assigns facility code</li> <li>&gt; Encodes in the NSF Online Records all the information provided by the Facility</li> </ul>	None	5-10 minutes	Administrative Officer (Records Officer)
	Prepares and sends welcome letter with attachments (NSC Mechanics, DOH	None	2-3 working days	Administrative Officer (Records Officer)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Administrative Order No. 2008-0026), List of G6PD Confirmatory Centers, and Newsletter) via email			
<b>TOTAL</b>		<b>None</b>	<b>3 working days</b>	



## 2. DOH-NIH Certification for the National Comprehensive Newborn Screening System (NCNBSS) - Monthly

<b>Office or Division</b>	Newborn Screening Reference Center
<b>Classification</b>	Complex
<b>Type of Transaction</b>	Government to Businesses
<b>Who may Avail</b>	New Newborn Screening Facilities (NSFs) who sent newborn screening samples to the Newborn Screening Center (NSC)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
List of NSFs count of samples sent	Submitted by NSCs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Receives monthly NSFs count of samples sent	None	5 days from receipt of list from the NSC	Administrative Officer (Records Officer)
	Encodes in the NSF Activity Status Sheet (of the NSF Nationwide Database)	None	1-3 working days	Administrative Officer (Records Officer)
	Checks new NSF if with samples sent	None		
	Prints certificates	None	1 working day (all NSFs with initial NBS sample sent)	Administrative Officer (Records Officer)
	Routes certificate for Signing of NSRC Director	None		Administrative Officer (Records Officer)
	Routes certificate for Signing of NIH Executive Director	None		Liaison Officer
	Routes certificate for Signing of DOH-National Center for Disease Prevention and Control (NCDPC) Director signs certificates	None		Counterpart at DOH
	Receives certificates and Prints cover letter	None	5-10 minutes	Administrative Officer (Records Officer)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	NSRC Director signs letter	None		NSRC Director
	Prepares and sends certificates to NSCs for distribution to NSFs	None	2-3 working days (all NSFs with initial NBS sample sent)	Administrative Officer (Records Officer)
	<b>TOTAL</b>	None	<b>3-4 weeks (from receipt of NBS Statistics Report) except with changes in signatory and upon receipt of signed certificates from DOH</b>	