

**Title of Frontline Service:** Medical Services

Schedule of availability of service: Monday – Saturday, 8:00 am – 5:00 pm; Saturday

Key Person: Medical Officer

Who may avail of the service?      Students

What are the requirements? Enrollment printout (for new students); ID (for old students)

Duration: 30 minutes

## How to avail of the service?

<b>Step</b>	<b>Please follow the steps</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Person in charge</b>	<b>Fee</b>	<b>Form/ Document</b>
1	<b>For Physical Exam: New Students</b> Present ID or Enrollment printout.	Inspect validity of presented ID/Document	1 minute	Nurse/ Clinic staff on duty		
2	Fill out and sign the Medical information sheet(MIS) (for new students only)	Guides patient in accomplishing MIS	5 minutes	Nurse/ Clinic staff on duty		
3	Submit chest x-ray result	Check and record chest xray result	1 minute	Nurse on duty		
4	Submit oneself to measurement of weight, height, visual acuity, blood pressure, pulse rate and respiratory rate.	Measures vital signs	10 minutes	Nurse on duty		
5	Submit oneself to physical examination.	Performs physical examination	10-15 minutes	Physician		
1	<b>For Physical Exam: Old Students</b> Present ID or Enrollment printout	Inspect validity of ID	1 minute	Nurse/ Clinic staff on duty		
2	Submit chest x-ray result	Check and record chest xray result	1 minute	Nurse on duty		
3	Fill out/answer Significant Medical Condition checklist	Inspect accuracy of submitted information	2 minutes	Nurse on duty		
4	Submit oneself to measurement of weight, height,	Measures vital signs	10 minutes	Nurse on duty		
5	Submit oneself to physical examination.	Performs physical examination	10-15 minutes	Physician		
<b>END OF TRANSACTION</b>						

**Title of Frontline Services:**      **Medical Services (Medical Consultation)**

Schedule of availability of service: Monday – Saturday, 8:00 am – 5:00 pm; Key Person: Medical Officer

Who may avail of the service? Students, Teaching and Non-Teaching Staff

What are the requirements? ID

Duration: 30 minutes

## How to avail of the service?

<b>Step</b>	<b>Please follow the steps</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Person in charge</b>	<b>Fee</b>	<b>Form/ Document</b>
1	<b>For Medical Consultation:</b> Present ID	Inspect validity of ID	1 minute	Nurse/clinic staff on duty		
2	Inform Nurse on duty reason for clinic visit	Records chief complaint	1 minute	Nurse/clinic staff on duty		
3	Submit oneself to measurement of vital signs	Performs measurement of vital signs	10 minutes	Nurse on duty		
4	Submit oneself to physical examination and/or undergo treatment	Performs physical examination and/or apply treatment Recommends further treatment if necessary	20-25 minutes	Physician		
<b>END OF TRANSACTION</b>						

**Title of Frontline Services:**      **Dental Services**

Schedule of availability of service: Monday – Saturday, 8:00 am – 5:00 pm; Key Person: Dentist

Who may avail of the service? Students, Teaching and Non-Teaching Staff

What are the requirements? Enrollment printout (for new students) ID (for old students)

Duration: 35 minutes

## How to avail of the service?

<b>Step</b>	<b>Please follow the steps</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Person in charge</b>	<b>Fee</b>	<b>Form/ Document</b>
1	Present ID or Enrollment printout.	Inspect validity of presented ID/Document	1 minute	Dental Aid/Dental Staff on Duty		
2	Fill out and sign the Dental Health Card(DHC) (for new students only)	Guides patient in accomplishing DHC	3 minute	Dental Aid/Dental Staff on Duty		
3	Submit oneself to oral-dental examination and/or undergo dental treatment	Perform oral-dental examination and/or treatment:  Oral prophylaxis Tooth Filling Tooth extraction	1-2 minute  10-30minutes 20 minutes 20-25 minutes	Dentist		
<b>END OF TRANSACTION</b>						