



Physical and Medical Examination for Incoming Freshmen

Office or Division		Medical Services		
Classification				
Type of Transaction		G2C -Government to Citizen		
Who may avail:		Incoming Freshmen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification of Passing the Interview Chest X-ray Plate with Result Drug Test Result				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Approval Slip for undergoing Physical and Medical Examination.	Inspect the Validity of the Document presented.	None	1 minute	University Nurse
2. Present Chest X-ray plate and result. X-ray with findings will be subjected to repeat the procedure for confirmation of result.	Receives Chest X-ray plate with result and make an individual health record envelop. Check the result, if normal put it on the patient's individual health record envelope and return the plate to the patient. Provide the patient a chest x-ray request slip.	None None	1-3 minutes 1-2 minutes	University Nurse
3. Fill up Student Health Record	Guides the patient in accomplishing Student Health Record.	None	1-5 minutes	University Nurse
4. Subject oneself for vital signs	Measure the vital signs, height and	None	5-10 minutes	University Nurse

taking, height and weight determination.	weight.			
5. Subject oneself for Physical examination including visual acuity.	Performs Physical Examination including visual acuity.	None	10-15 minutes	University Physician
6. Wait for the release of Approval stub for at least 1 working day.	Post Medical Examination Result through PWEBS. Issue Medical Clearance personally to student concerned.	None	At least 24 hours	University Nurse as approved by University Physician
Total		None	30-40 minutes	



Physical and Medical Examination (Sophomore, Junior and Senior Students)

Office or Division		Medical Services		
Classification		Simple		
Type of Transaction		G2C -Government to Citizen		
Who may avail:		Sophomore, Junior and Senior Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid School ID Chest X-ray plate with result				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the announcement of scheduled Physical and Medical examination during homeroom session with adviser/mayor every Friday and/or posted announcement at the clinic wall and/ or the guard house.	Sends a letter to each adviser and/ or mayors of each section about the upcoming Physical and Medical examination so it can be announced at the homeroom session every Friday. Post a detailed schedule of the Physical and Medical Examination at the University Clinic wall and Guard house.	None	1-5 minutes	University Nurse as approved by University Physician
2. Go to the clinic at the exact date and time of the Physical and Medical Examination.	Follow up class mayors for their classmates' attendance for the Physical and Medical examination	None	1-5 minutes	University Nurse
3. Subject oneself for Chest X-ray examination. Present Chest	Provides a patient a chest X-ray request. Receives Chest X-ray plate with result. Check the result, if normal put it	None	1-2 minutes 1-3 minutes	University Nurse

X-ray plate and result.	on the patient's individual health record envelop and return the plate to the patient.			
4. Subject oneself for vital signs taking, height and weight determination.	Measure vital signs, height and weight.	None	1-5 minutes	University Nurse
6. Subject oneself for Physical examination, including visual acuity.	Performs Physical Examination including visual acuity.	None	10-15 minutes	University Physician
Total		None	30-40 minutes	



Marites C. Geronimo, Ph. D.
Executive Director and Provost