1. MEDICAL EXAMINATION FOR ENROLMENT

A medical examination is required for all new enrollees, incoming grade 1, grade 7 and all college levels. A medical certificate obtained from your preferred physician or from the university medical clinic (for a fee of P100) must be presented by during the enrolment.

Office or Division:	Medical/Dental Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Pre-School, CTL, College Students, CTP, Graduate School Students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Laboratory request Chest x- ray request		University Clinic		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure laboratory request form/ and chest x-ray request form	Distribute laboratory and chest x-ray request form	none	3 seconds	Nurse
2. Submit CBC, urine, stool, drug test and chest x- ray results	Retrieve old records and findings for updating Evaluate submitted documents	none	5-10 mins	Nurse
3. Fill out and sign the Medical Information Sheet (MIS) – **(for New Students only)**	Guide students in accomplishing MIS, by giving special instructions	none	4-6 mins.	Nurse
4. Submit oneself to measurement of weight, height, blood pressure, pulse rate	Measure of vital signs Record result	none	5-10 mins.	Nurse
5. Submit oneself to physical examination	Perform physical examination	P100	5-10 mins.	Physician

	Provide medical clearance for enrolment			

2. MEDICAL CONSULTATION

Enrolled students, faculty and staff can avail FREE medical checkup /consultation, medicine and other services available at the university clinic.

Office or Division:	Medical/Dental Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All Students, Faculty and Staff			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Inform Nurse of reason for clinic visit	Retrieve file Record chief complaint	none	2 mins.	Nurse
2. Submit oneself to measurement of vital signs	Take vital signs	none	5 mins.	Nurse
3. Submit oneself to physical examination or undergo treatment	Perform physical examination and or apply treatment Recommend further treatment if necessary	none	5-10 mins.	Physician

3. DENTAL CONSULTATION/TREATMENT

Enrolled students, faculty and staff can avail FREE dental consultation, (1) tooth extraction, (1) prophylaxis per school year.

Office or Division:	Medical/Dental Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Students, Faculty and Staff

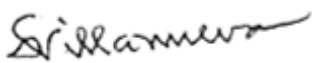| CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Appointment date		University clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Accomplish and signs Dental Health Card (**NEW Students)**	Guide students in accomplishing DHC	none	2-3 mins.	Nurse	
2. Set an appointment and signs logbook NOTE: date, time and service wanted	Check availability of desired schedule Verify availability of slot for dental check-up and treatment	none	2-3 mins.	Nurse	
3. Submit oneself to Dental examination or undergo treatment at the scheduled date	Conduct oral-dental examination or treatment procedures	none	10-14 mins.	Dentist	

4. EMERGENCY CALL/ FIRST – AID

Provide first aid treatment to illnesses and injuries that require an urgent medical response and referrals to local health center or nearest hospital for further evaluation.

Office or Division:	Medical/Dental Office
Classification:	Simple

Type of Transaction:	G2C – Government to Client
Who may avail:	Students, Faculty and Staff

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personal appearance of patient or inform the Physician/Nurse of the condition and location of the patient	Respond to emergency call	none	5-10 mins.	Nurse
2. Submit self for initial assessment	Check for level of consciousness Assess patient's condition and takes vital signs	none	3-5 mins.	Nurse
3. Submit self for treatment or referrals	Give first aid treatment Referral to local health center or nearest hospital for further evaluation and treatment.	none	Depending on the case	Nurse
4. Inform parents/guardian about the incident	Call parents attention/guardian	none	5 mins.	Nurse
5. Report the case	Record and document the incident	none	2 mins.	Nurse

SHEILA V. VILLANUEVA
Campus Nurse