



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
The Indigenous Peoples Education Hub
North Luzon

MEDICAL AND DENTAL SERVICES

Citizen’s Charter

Title of Frontline Services	: Physical Examinations
Schedule of availability of service	: Monday – Friday, 8:00 am – 5:00 pm
Key Person	: Medical Officer/University Nurse
Who may avail of the service?	: Students
What are the requirements?	: Registration Form, Chest X-ray, Drug test results (for new students) ID and Chest X-ray (for old students)
Fee	: None

HOW TO AVAIL THE SERVICE

Step	Please follow these steps	Service Provider	Person in charge	Duration	Form/ Document
1	Present ID or Registration Form	Inspects validity of presented ID/Document	University Nurse	1 minute	ID or Registration Form
2	Submit oneself for Chest X-ray and drug test result	Records chest X-ray and drug test result	Nurse/Physician	1-2 minutes	Chest X-ray and drug test result
3	Submit oneself to measurement of weight, height, visual acuity, blood pressure, pulse rate and respiratory rate.	Measure vital signs	Nurse/Physician	5 minutes	Measurement of vital signs
4	Submit oneself to physical and oral examination	Performs physical and oral examination	Physician/Dentist Nurse	15 minutes	Physical examination record
5	Answer the Health Checklist via google form and download the medical requirements	Guides client in accomplishing the Health Checklist	University Nurse	15 minutes	Accomplished school health record

Title of Frontline Services	: Medical and Dental Consultation
Schedule of availability of service	: Monday – Friday, 8:00 am – 5:00 pm
Key Person	: Medical Officer/University Nurse
Who may avail of the service?	: Students, Faculty and Employees
What are the requirements?	: Registration Form (for new students) ID(for old students)
Fee	: None

Step	Please follow these steps	Service Provider	Person in charge	Duration	Form/ Document
1	Present ID	Inspects validity of ID	University Nurse	1 minute	ID
2	Inform Nurse on duty of reason for clinic visit	Records chief complaint	University Nurse	2 minutes	Logbook
4	Submit oneself to physical examination/oral-dental examination and/or undergo treatment. Dental treatments, such as oral prophylaxis are for appointment or by schedule.	Performs physical examination/ oral-dental examination and/or apply treatment. Recommends further treatment, if necessary.	Physician/Dentist University Nurse	5 minutes	Physical examination record, prescription

Angeline C. Cardona, RN
University Nurse

