

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

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

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?

Step	Please follow the steps	Service Provider	Duration	Person in charge	Fee	Form/ Document
1	For Physical Exam: New Students 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	For Physical Exam: Old Students Present ID or Enrollment printout	Inspect validity of ID	1min.	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		

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

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?

Step	Please follow the steps	Service Provider	Duration	Person in charge	Fee	Form/ Document
1	For Medical Consultation: 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 mins	Physician		

END OF TRANSACTION

Title of Frontline Services: Dental Services (UPDATED)

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?

Step	Please follow the steps	Service Provider	Duration	Person in charge	Fee	Form/ Document
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		

END OF TRANSACTION

Title of Frontline Services: Medical Services (Online Medical Evaluation of Submitted Documents for New Students)

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

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: 15 minutes

How to avail of the service?

Step	Please follow the steps	Service Provider	Duration	Person in charge	Fee	Form/ Document
1	For Medical Evaluation: New Students Fill out online health checklist	-Inspect validity of presented/uploaded ID/Registration form -Evaluate responses in the health checklist	5 minutes	Nurse/ Clinic staff on duty Physician		
2	Download physical examination form from PNU website or PNU FB page and undergo physical exam in any DOH accredited medical facility	Responds to queries regarding downloadable forms and other concerns	5 minutes	Nurse/ Clinic staff on duty		
3	Submit through email (uhsu@pnu.edu.ph) scanned copies of Physical examination form (signed by a physician), Chest x-ray, and drug test results	-Check and record chest x-ray and drug test, and physical examination results -Evaluate results -	5 minutes	Nurse on duty Physician		

END OF TRANSACTION

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

Schedule of availability of service: Monday – Friday , 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?

Step	Please follow the steps	Service Provider	Duration	Person in charge	Fee	Form/ Document
1	For Online Medical Consultation/ Health Counselling: Fill up google form for schedule of online consultation	Inspect validity of uploaded scanned copy of ID or registration form	3 minutes	Nurse/clinic staff on duty	none	Google form for online consultation/health counselling
2	Check email/messenger/txt message for assigned schedule of online consultation	Records schedule and inform Physician/Nurse	3 minutes	Nurse/clinic staff on duty		Excel form for schedule
3	Received voice call/messenger call for medical consultation/ health counselling	Provide medical consultation/ health counselling through voice call	10-15 minutes	Physician/Nurse on duty		Health record

END OF TRANSACTION

Title of Frontline Services: Medical Services (Online Dental Consultation)

Schedule of availability of service: Monday – Friday, 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: ID

Duration: 30 minutes

How to avail of the service?

Step	Please follow the steps	Service Provider	Duration	Person in charge	Fee	Form/ Document
1	For Online Dental Consultation: Fill up google form for schedule of online consultation	Inspect validity of uploaded scanned copy of ID or registration form	3 minutes	Clinic staff on duty	none	Google form for online consultation/health counselling
2	Check email/messenger/txt message for assigned schedule of online consultation	Records schedule and inform Dentist	3 minutes	Clinic staff		Excel form for schedule
3	Received voice call/messenger call for dental consultation.	Provide dental consultation through voice call	10-15 minutes	Dentist		Health record

END OF TRANSACTION