



CAMPUS HEALTH SERVICES

Citizen's Charter

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| Title of Frontline Services | : Physical Examinations |
| Schedule of availability of service | : Monday – Friday, 8:00 am – 5:00 pm |
| Key Person | : Physician/Campus Nurse |
| Who may avail of the service? | : New Enrollees/Old Students* |
| What are the requirements? | : School Health Record, Chest X-ray, Drug test results |
| Fee | : None |

HOW TO AVAIL THE SERVICE

| Step | Please follow these steps | Service Provider | Person in charge | Duration | Form/ Document |
|------|--|--|-------------------------------|-------------|---------------------------------------|
| 1 | Answer the School Health Record (SHR) via google form (done online) | Guides client in accomplishing the School Health Record Form | Admission Committee/ Nurse | online | Accomplished school health record |
| 2 | Log in on the logbook for physical examination | Ensures proper documentation of transaction | Nurse | 1 minute | Logbook |
| 3 | Present accomplished SHR, Chest X-ray and drug test result – for new enrollees | Verifies and records SHR, Chest X-ray, and drug test results. | Nurse/Physician | 1-2 minutes | SHR, Chest X-ray and drug test result |
| 4 | Fill out the Physical Examination Form, Daily Treatment and Dental Record | Guides client in completing the required forms | Nurse/Physician | 1-2 minutes | Accomplished forms |
| 5 | Submit oneself to measurement of weight, height, visual acuity, blood pressure, pulse rate and respiratory rate. | Measures and records vital signs | Nurse/Physician | 5 minutes | Measurement of vital signs |
| 6 | Submit oneself to physical and oral examination | Performs physical and oral examination | Physician/Dentist Nurse | 15 minutes | Physical examination record |
| 7 | Perform agility test | Guides client in performing agility test | Nurse/Physician | 4 minutes | None |
| 8 | Receive your medical certificate | Provides the medical certificate | Nurse | 30 seconds | Medical certificate |
| 9 | Record your transaction in the logbook provided | Ensures proper documentation of transaction and completion of the process. | Nurse | 1 minute | Recorded logbook |

*For old students, only follow steps 2, 5, 6, 8 & 9



Angeline C. Cardona, RN

Campus Nurse



CAMPUS HEALTH SERVICES

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| Title of Frontline Services | : Medical Consultation |
| Schedule of availability of service | : Monday – Friday, 8:00 am – 5:00 pm |
| Key Person | : Physician/Campus 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/Registration form | Inspects validity of ID | Nurse | 1 minute | ID |
| 2 | Log in on the logbook for medical consultation | Ensures proper documentation of transaction | Nurse | 1 minute | Logbook |
| 3 | Inform nurse of reason for clinic visit | Retrieve health record and document chief complaint | Nurse | 2 minutes | Daily treatment record/ Logbook |
| 4 | Submit oneself to measurement of vital signs | Measures and records vital signs | Nurse/Physician | 5 minutes | Measurement of vital signs |
| 5 | Submit oneself to consultation | Performs physical examination and recommends further treatment, if necessary. | Physician Nurse | 5 minutes | Daily treatment record/ prescription/referral |
| 6 | Log out on the logbook for medical consultation | Ensures proper documentation of completed process | Nurse | 1 minute | Logbook |



Angeline C. Cardona, RN
Campus Nurse