





## # Service: Medical Services


Office or Division:	UNIVERSITY HEALTH SERVICES			
Classification:	SIMPLE			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Student			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Enrollment printout (for new students) ID (for old students)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. For Physical Exam: New Students</b> 2. Present ID or Enrollment printout.	Inspect validity of presented ID/Document	None	1 minute	Nurse/ Clinic staff on duty
3. Fill out and sign the medical information sheet (MIS) 4. (For new students only)	Guides patient in accomplishing MIS	None	5 minutes	Nurse/ Clinic staff on duty
5. Submit chest x-ray result	Check and record chest xray result	None	1 minute	Nurse on duty
6. Submit oneself to measurement of weight, height, visual acuity, blood pressure, pulse rate and respiratory rate.	Measures vital signs	None	8 minutes	Nurse on duty
7. Submit oneself to physical examination.	Performs physical examination	None	15 minutes	Physician
8. Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey 



				Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a>
<b>END OF TRANSACTION</b>		<b>Total Amount to be Paid None</b>	<b>Total Transaction Time 32 Minutes</b>	
1. <b>For Physical Exam: Old Students</b> Present ID or Enrollment printout	Inspect validity of ID	None	1 minute	Nurse/ Clinic staff on duty
2. Submit chest x-ray result	Check and record chest xray result	None	1 minute	Nurse on duty
3. Fill out/answer Significant Medical Condition checklist	Inspect accuracy of submitted information	None	2 minutes	Nurse on duty
4. Submit oneself to measurement of weight, height, visual acuity, BP, RR ,HR	Measures vital signs	None	8 minutes	Nurse on duty
5. Submit oneself to physical examination.	Performs physical examination	None	15 minutes	Physician
6. Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a>
<b>END OF TRANSACTION</b>		<b>Total Amount to be Paid None</b>	<b>Total Transaction Time 29 Minutes</b>	




## # Service: Medical Services (Medical Consultation)

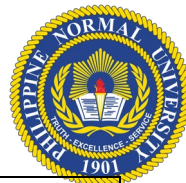
Office or Division:	UNIVERSITY HEALTH SERVICES			
Classification:	SIMPLE			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Staff			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. For Medical Consultation:</b> Present ID	Inspect validity of ID	None	1 minute	Nurse/clinic staff on duty
<b>2.</b> Inform Nurse on duty reason for clinic visit	Records chief complaint	None	1 minute	Nurse/clinic staff on duty
<b>3.</b> Submit oneself to measurement of vital signs	Performs measurement of vital signs	None	8 minutes	Nurse on duty
<b>4.</b> Submit oneself to physical examination and/ or undergo treatment	Performs physical examination and / or apply treatment Recommends further treatment if necessary	None	25 minutes	Physician
<b>5.</b> Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a>
<b>END OF TRANSACTION</b>		<b>Total Amount to be Paid</b> None	<b>Total Transaction Time</b> 37 Minutes	





## # Service: Dental Service


Office or Division:	UNIVERSITY HEALTH SERVICES			
Classification:	SIMPLE			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Staff			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Enrollment printout (for new students) ID (for old students)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present ID or Enrollment printout.	Inspect validity of presented ID/Document	None	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	None	3 minutes	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	None	2 minutes  30minutes 20 minutes 25 minutes	Dentist
4. Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a>
<b>END OF TRANSACTION</b>		<b>Total Amount to be Paid</b> None	<b>Total Transaction Time</b> <b>Oral Prophylaxis:</b> <b>38 minutes</b>	



		<b>Tooth Filling: 28 minutes</b>  <b>Tooth extraction: 33 minutes</b>	
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## #Service: Medical Services (Online Medical Evaluation of Submitted Documents for New Students)

Office or Division:	UNIVERSITY HEALTH SERVICES			
Classification:	SIMPLE			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Enrollment printout (for new students) ID (for old students)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. For Medical Evaluation: New Students</b> Fill out online health checklist	Inspect validity of presented/uploaded ID/Registration form  Evaluate responses in the health checklist	None	5 minutes	Nurse/ Clinic staff on duty Physician
<b>2.</b> 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	None	5 minutes	Nurse/ Clinic staff on duty
<b>3.</b> Submit through email ( <a href="mailto:uhsu@pnu.edu.ph">uhsu@pnu.edu.ph</a> ) 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	None	5 minutes	Nurse on duty Physician
<b>4.</b> Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey 




				Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a>
END OF TRANSACTION		Total Amou nt to be Paid None	Total Transaction Time 17 Minutes	






## # Service: Medical Services (Medical Online Consultation)

Office or Division:		UNIVERSITY HEALTH SERVICES		
Classification:		SIMPLE		
Type of Transaction:		G2C- Government to Client		
Who may avail:		Students, Teaching and Non-Teaching Staff		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. For Online Medical Consultation/ Health Counselling:</b> Fill up google form for schedule of online consultation	Inspect validity of uploaded scanned copy of ID or registration form	None	3 minutes	Nurse/clinic staff on duty
<b>2. Check email/messenger/text message for assigned schedule of online consultation</b>	Records schedule and inform Physician/Nurse	None	3 minutes	Nurse/clinic staff on duty
<b>3. Received voice call/messenger call for medical consultation/ health counselling</b>	Provide medical consultation/ health counselling through voice call	None	15 minutes	Physician/Nurse on duty
<b>4. Evaluate services</b>	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a>
<b>END OF TRANSACTION</b>		<b>Total Amount to be Paid</b> None	<b>Total Transaction Time</b> 23 Minutes	



## # Service: Medical Services (Dental Online Consultation)

Office or Division:	UNIVERSITY HEALTH SERVICES			
Classification:	SIMPLE			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. For Online Dental Consultation:</b> Fill up google form for schedule of online consultation	Inspect validity of uploaded scanned copy of ID or registration form	None	3 minutes	Clinic staff on duty
<b>2.</b> Check email/messenger/text message for assigned schedule of online consultation	Records schedule and inform Dentist	None	3 minutes	Clinic staff
<b>3.</b> Received voice call/messenger call for dental consultation	Provide dental consultation through voice call	None	15 minutes	Dentist
<b>4.</b> Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a>
<b>END OF TRANSACTION</b>		<b>Total Amount to be Paid</b> None	<b>Total Transaction Time</b> 14 Minutes	