



Medical Services

MEDICAL CONSULTATION/COUNSELING

Schedule of availability of service: 8a.m. – 5p.m., Monday to Friday

Clients: Students, faculty and Administrative staff

Requirement/s: None

Processing Time: 25 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Signs in the logbook	Assist the client in signing the logbook	1 minute	None	Emily C. Guzman, RN JakeB. Canapi, RN Karen B. Tamayao (Clerk)	Logbook
2	Fill up the Health Examination Form	Assists the client in filling up the Health Examination Form	1 minute	None	Emily C. Guzman, RN JakeB. Canapi, RN Karen B. Tamayao (Clerk)	Health Examination Form
3	Verbalizes chief complains	Ask series of questions pertaining to complains	3 minute	None	Emily C. Guzman, RN JakeB. Canapi, RN	History Form
4	Subjects himself/herself for physical examination	Takes and records vital signs	3 minute	None	Emily C. Guzman, RN JakeB. Canapi, RN	History Form
5	Subjects himself/herself for physical examination	Conducts the physical Examination and prescribes medication	10 minute		Kathy B. Izon-Carag, MD	History Form



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STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
6	If the patient is found to be positive of certain illness, he or she will be given a laboratory request form for laboratory examination	Refers the patient to a laboratory of choice	1 minute	NONE	Kathy B. Izon-Carag, MD	Referral Form
7	Receives initial dose of medicine for the temporary relief of symptoms or asked to come back for further consultation if symptoms persists	Dispenses initial dose of medicine	1 minute	NONE	Emily C. Guzman, RN	None
8	Receives health teaching from the providers	Provides health teaching to the patients	5 minute	NONE	Emily C. Guzman, RN	None
END OF TRANSACTION						

NO ENTRY



Dental Services

DENTAL EXAMINATION

Schedule of availability of service: 8 am - 5 pm, Monday to Friday

Clients/customers: Students, Faculty and Administrative Personnel staff

Requirement/s: Dental Examination Form

Processing time: 15 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Fills out the Dental Examination Form	Assists the client in fillin up the Dental Examination Form	5 minute	None	Cheryl L. Soriano Karen B Tamayao	Dental examination form
2	Subjects herself/himself to dental examinations	Conducts oral examination	5 minutes	None	Cheryl L. Soriano	None
3	Receives dental examination Plan.	Advises on the dental treatment plan	5 minute	None	Cheryl L. Soriano	None
END OF TRANSACTION						

NO ENTRY



Medical Services

FIRST AID TREATMENT

Schedule of availability of service: 8a.m.-5p.m., Monday to Friday

Clients/customers: Students, faculty and Administrative staff

Requirement/s: None

Processing Time: 15 minutes to 20 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Signs in the logbook	Assist the client in signing the logbook	1 minute	None	Emily C. Guzman, RN Karen Joy B. Tamayao, Clerk	Logbook
2	Receives treatment	Provides the emergency treatment and nursing care	10 minutes to 15 minutes	None	Emily C. Guzman, RN Jake B. Canapi, RN	None
3	Receives health teaching from the provider	Provides health teaching	3 minute	None	Emily C. Guzman, RN Jake B. Canapi, RN	None
4	If required, he/she is advised to come back for a follow-up	If, required asks the patient to come back for a follow-up check-up	5 minutes	None	Emily C. Guzman, RN Jake B. Canapi, RN	None

END OF TRANSACTION



Medical Services

GUIDELINES IN SECURING MEDICAL CERTIFICATE FOR PURPOSES OF STUDENTS GOING FOR INTERNSHIP OR ON THE JOB TRAINING (OJT)

Schedule of availability of service: 8a.m. – 5p.m., Monday to Friday

Clients: Students, faculty and Administrative staff

Requirement/s: None

Processing Time: 15 minutes to 20 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Presents a letter from respective college that he/she is being required to undergo a medical check-up and be issued a medical certificate the purposes. (e.g. OJT)	Receives endorsement from college regarding students med certificate	1 minute	None	Student	Logbook
2	Secures a REFERRAL FORM from the university clinic and registers in logbook	Provides client with referral to laboratory	1 minute	None	Emily C. Guzman, RN Karen B. Tamayo, Clerk	Referral Form
3	Presents referral from to the recommended laboratory or health facility for laboratory tests to be done	Assist client and carry out laboratory request (outside lab service provider)	variable	None	Lab Service provider	Referral Form

NO ENTRY



Medical Services

GUIDELINES IN SECURING MEDICAL CERTIFICATE FOR PURPOSES OF STUDENTS GOING FOR INTERNSHIP OR ON THE JOB TRAINING (OJT)

Schedule of availability of service: 8a.m. – 5p.m., Monday to Friday

Clients: Students, faculty and Administrative staff

Requirement/s: None

Processing Time: 15 minutes to 20 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
4	Photocopy the original laboratory results and submit to clinic which shall form part of your medical record	Photocopy service provider assist student	variable	None	Photocopy service provider	Lab Results
5	Return to clinic and signs in logbook	Assist the client in signing the logbook	1 minute	None	Emily C. Guzman, RN	Logbook
6	Presents referral from to the recommended laboratory or health facility for laboratory tests to be done	Assist client in filling up the necessary data in history form	1 minute	None	Emily C. Guzman, RN	History Form



Medical Services

GUIDELINES IN SECURING MEDICAL CERTIFICATE FOR PURPOSES OF STUDENTS GOING FOR INTERNSHIP OR ON THE JOB TRAINING (OJT)

Schedule of availability of service: 8a.m. – 5p.m., Monday to Friday

Clients: Students, faculty and Administrative staff

Requirement/s: None

Processing Time: 15 minutes to 20 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
7	Subjects himself or herself for medical examination: a. Taking of vital signs - Blood Pressure - Pulse Rate - Temperature - Height and weight b. Physical conducts physical Examination	Conducts medical examination and records in history form	10 minutes	None	Emily C. Guzman, RN Kathy B. Izon-Carag, MD	History Form
8	If cleared, patient receives medical certificate	Signs and issues the medical certificate	1 minute	None	Kathy B. Izon-Carag, MD	Medical Certificate

END OF TRANSACTION



Medical Services

ISSUANCE OF MEDICAL CERTIFICATE

Schedule of availability of service: 8:00am - 5:00 pm (Monday to Friday)

Clients/customers: Students, faculty and Administrative staff

Requirement/s: None

Processing time: 5 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Signs in the logbook	Assist the client in signing the logbook	1 minute	None	Emily C. Guzman, RN	Logbook
2	Subjects himself or herself for medical examination	Conducts medical examination	5 minutes	None	Emily C. Guzman, RN	None
3	Receives the medical certificate	Issues medical certificate	1 minute	None	Emily C. Guzman, RN	None
END OF TRANSACTION						



NO ENTRY



Medical Services

MEDICAL CONSULTATION/COUNSELING

Schedule of availability of service: 8a.m. - 5p.m., Monday to Friday

Clients: Students, faculty and Administrative staff

Requirement/s: None

Processing Time: 18 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Signs in the logbook	Assist the client in signing the logbook	1 minute	None	Emily C. Guzman, RN Karen Joy B. Tamayao,- Clerk	Logbook
2	Verbalizes chief complaints	Asks series of questions pertaining to chief complaints of the patients	10 minutes	None	Emily C. Guzman, RN	None
3	Receives initial dose of medicine for the temporary relief of symptoms or asks to come back for further consultation if symptoms persist.	Dispenses initial dose of medicine or request the patient to go for further laboratory test/s if symptoms persist.	2 minute	None	Emily C. Guzman, RN	None
4	Receives health teaching from the providers.	Provides health teaching to the patient.	5 minutes	None	Emily C. Guzman, RN	None

END OF TRANSACTION



Medical Services

ISSUANCE OF MEDICAL CERTIFICATE TO ATHLETES FOR ATHLETICS COMPETITIONS

Schedule of availability of service: 8:00am - 5:00 pm (Monday to Friday)

Clients/customers: Students, faculty and Administrative staff

Requirement/s: None

Processing time: 9 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Signs in the logbook	Assist the client in signing the logbook	1 minute	None	Emily C. Guzman, RN	Logbook
2	Accomplishes the medical history examination form	Assists the client in filling up the necessary data in history form	1 minute	None	Emily C. Guzman, RN	History form
3	Subjests himself or herself for medical examination: a. Taking of vital signs - Blood Pressure - Pulse Rate - Temperature - Height and weight b. Physical conducts physical Examination	Conducts medical examination and records in history form		None	Emily C. Guzman, RN Kathy B. Izon-Carag, MD	History form



Medical Services

ISSUANCE OF MEDICAL CERTIFICATE TO ATHLETES FOR ATHLETICS COMPETITIONS

Schedule of availability of service: 8:00am - 5:00 pm (Monday to Friday)

Clients/customers: Students, faculty and Administrative staff

Requirement/s: None

Processing time: 9 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
4	If the patient is found to be positive of a certain illness, he or she will be given laboratory request form for laboratory examination	Refers the patient to a laboratory of choice	1 minute	None	Kathy B. Izon-Carag, MD	Referral Form
5	If cleared, patient receives medical certificate	Signs and issues the medical examination	1 minute	None	Kathy B. Izon-Carag, MD	Medical Certificate

END OF TRANSACTION



Dental Services

ORAL PROPHYLAXIS/SIMPLE TOOTH EXTRACTION/DENTAL FILLINGS (ANTERIOR RESTORATION)

Schedule of availability of service: 8a.m. – 5p.m. , Monday to Friday

Clients/customers: Students, faculty and Administrative staff

Requirement/s: None

Processing Time: 1-3 hours

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Signs in the logbook	Assists in signing of the logbook	2 minute		Chery L. Soriano DMD Karen Joy Tamayao	Logbook
2	Presents official receipt, patient information record and signed consent form	Checks the information on patients information record and dental recod chart	3 minutes		Chery L. Soriano DMD Karen Joy B. Tamayo	Official Receipt patient information record parents
3	Receives dental treatment	Perform dental treatment	1-3 hours		Chery L. Soriano DMD	
4	Receives dental care advice from the dentist	Provides free medication and dental care	10 minutes		Chery L. Soriano DMD	

END OF TRANSACTION

NO ENTRY



Dental Services

"WALK-IN DENTAL" CONSULTATION/COUNSELING

Schedule of availability of service: 8a.m. - 5p.m., Monday to Friday

Clients/customers: Students, faculty and Administrative staff

Requirement/s: Individual Dental Record

Processing time: 17 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Fills up the Dental Examination Form	Assists in signing of logbook (Refers to the Dental Records)	5 minute		Cheryl L. Soriano DMD Karen B Tamayao	Logbook
2	Receives recommendation/treatment plan	In case there is pain and inflammation, the patient receives first aid treatment and set an appointment for any Dental Treatment . Gives parent's/ patient consent and payment order to the cashier. 1. Extraction 2. Dental Filing 3. Oral Prophylaxis	10 minutes	Student P75 Faculty/personnel P100 Student P200 Faculty/personnel P250 Students P75 Faculty/personnel P100	Cashier Staff	Dental examination form Payment order form Consent form
3	Pay with the cashier.	Presents the receipt of payment	2 minute	None	Cheryl L. Soriano DMD Karen JoyTamayao	Payment official receipt
END OF TRANSACTION						