MEDICAL EXAMINATION

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)

Clients/Customer: Students

Requirements: Health Examination Profile

Processing Time: 15 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Fills up the Health Examination Form	Assists the client in filling up the Health Examination Forms	5 minutes	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	Health Examination Form
2	Subjects himself/herself to physical examinations	Gets vital signs	5 minutes	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	None
3	Subjects himself/herself to further physical examinations	Conducts the physical examination	3 minutes	None	Dra. Vivien Irene E. Pagayatan	None
4	Recieves medical examination result	Provides medical examination result	1 minute	None	Dra. Vivien Irene E. Pagayatan	None
5	If the patient is found to be positive of a certain illness, he or she will be preferred to a specialist for further investigation and laboratory examinations	Refers the patient to a specialist	1 minute	None	Dra. Vivien Irene E. Pagayatan	None

Medical Services

ISSUANCE OF MEDICAL CERTIFICATE

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)
Clients/Customer: Students, Faculty and Administrative Staff

Requirements:

Processing Time:

None
5 minutes

CLIENT/APPLICANT	SERVICE Provider	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
Signs in the logbook	Assists the client in signing the logbook	1 minute	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	Logbook
Subjects himself or herself for medical examination	Conducts Medical Examination	5 minutes	None	Dra. Vivien Irene E. Pagayatan	None
Receives the Medical Certificate	Issues medical certificates	1 minute	None	Dra. Vivien Irene E. Pagayatan	None
	Signs in the logbook Subjects himself or herself for medical examination Receives the Medical	Signs in the logbook Subjects himself or herself for medical examination Receives the Medical Issues medical	Subjects himself or herself for medical examination Receives the Medical Assists the client in signing the logbook Medical 5 minutes Medical 1 minute Med	Signs in the logbook Subjects himself or herself for medical examination Receives the Medical Medical Examination Receives the Medical medical Medical medical Receives the Medical medical Medical Medical Subjects himself or Activity I minute None None None I minute None	Signs in the logbook Assists the client in signing the logbook Subjects himself or herself for medical examination Receives the Medical Massists the client in signing the logbook Assists the client in signing the client in signing the logbook Subjects himself or herself for medical examination Receives the Medical I minute None Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN Dra. Vivien Irene E. Pagayatan Pagayatan I minute None Dra. Vivien Irene E.

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)
Clients/Customer: Students, Faculty and Administrative Staff

Requirements:

Processing Time:

None
5 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Signs in the logbook	Assists the patient in signing the logbook	1 minute	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	None
2	Receives treatment	Provides the emergency treatment and nursing care	minutes to 15 minutes	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	None
3	Receives health teaching from the provider	Provides health teaching	3 minutes	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	None
4	If required, he or she is advised to come back for follow up check- up.	If required, asks the patient to come back for follow up check-up	1 minute	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	None

Medical Services

MEDICAL CONSULTATION/COUNSELING

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)
Clients/Customer: Students, Faculty and Administrative Staff

Requirements: None Processing Time: 18 minutes

Signs in the logbook	STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
complaints of questions pertaining to chief complaints of the patient 3 Receives initial dose of medicines for the temporary relief of symptoms or asks to come back for further consultation if symptoms persist of the teaching from the provider/s 4 Receives health teaching from the provider/s Complaints Dispenses initial dose of the patient to go for further laboratory test/s if symptoms persist	1	_	the signing of the	1 minute	None	Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan,	Logbook
dose of medicines for the temporary relief of symptoms or asks to come back for further consultation if symptoms persist 4 Receives health teaching from the provider/s Receives health teaching to the patient to go for further laboratory test/s if symptoms persist A Receives health teaching to the patient to go for further laboratory test/s if symptoms persist A Receives health teaching to the patient	2		of questions pertaining to chief complaints of the		None	Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan,	None
teaching from the provider/s health teaching to the patient Dominique T. Malana, DMD/ Richelle Anne C.	3	dose of medicines for the temporary relief of symptoms or asks to come back for further consultation if	Dispenses initial dose of medicine or request the patient to go for further laboratory test/s if symptoms	2 minutes	None	Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan,	None
	4	teaching from the	Provides health teaching to the	5 minutes	None	Dominique T. Malana, DMD/ Richelle Anne C.	None