



MEDICAL SERVICES

Medical Services

FIRST AID TREATMENT

Schedule of Availability of Service: 7:00 am –11:00 am 1:00pm - 5:00 pm (Monday – Friday)

Clients/Customers: Students, Faculty and Administrative Staff

Requirement/s: None

Processing Time: 15 - 20 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE		DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the logbook	Assists the patient in signing the logbook		1 – minute	None	DOLORES BACUYAG MAGILIW ESTEBAN	Logbook
2	Receives treatment	Provides the emergency treatment and nursing care		10 – 15 minutes	None	DOLORES BACUYAG MAGILIW ESTEBAN	None
3	Receives health teaching from the provider	Provides health teaching		3 – minute	None	DOLORES BACUYAG MAGILIW ESTEBAN	None
4	If required, he or she is advised to come back for a follow up check-up	If required, asks the patient to come back for a follow up check-up		1 – minute	None	DOLORES BACUYAG MAGILIW ESTEBAN	None
End of Procedure							





MEDICAL SERVICES

Medical Services

MEDICAL EXAMINATION

Schedule of Availability of Service: 7:00 am –11:00 am 1:00pm - 5:00 pm (Monday – Friday)

Clients/Customers: Students

Requirement/s: Health Examination Profile

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Fills up the Health Examination Form	Assists the client in filling up the Health Examination Form	5 – minutes	None	DOLORES BACUYAG MAGILIW ESTEBAN	Health Examination Form
2	Subjects himself/herself to physical examinations	Gets vital signs	5 – minutes	None	DOLORES BACUYAG MAGILIW ESTEBAN	None
3	Subjects himself/herself to further physical examination	Conducts the physical examination	3 – minutes	None	DOLORES BACUYAG MAGILIW ESTEBAN	None
4	Receives medical examination result	Provides medical examination result	1 – minute	None	DOLORES BACUYAG MAGILIW ESTEBAN	None
5	If the patient is found to be positive of a certain illness, he or she will be referred to a specialist for further investigation and laboratory examinations	Refers the patient to a specialist	1 – minute	None	DOLORES BACUYAG MAGILIW ESTEBAN	None
End of Procedure						





MEDICAL SERVICES

Medical Services

MEDICAL CONSULTATION/COUNSELING

Schedule of Availability of Service: 7:00 am –11:00 am 1:00pm - 5:00 pm (Monday – Friday)
 Clients/Customers: Students, Faculty Members, Administrative Staff
 Requirement/s: None
 Processing Time: 18 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Signs in the logbook	Assists in the signing of the Logbook	1 – minute	None	DOLORES BACUYAG	Logbook
2	Verbalizes chief complaints	Asks series of questions pertaining to chief complaints of the patient	10 – minutes	None	DOLORES BACUYAG	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 requests the patient to go for further laboratory test/s if symptoms persist	2 – minutes	None	DOLORES BACUYAG	None
4	Receives health teaching from the provider/s	Provides health teaching to the patient	5 – minutes	None	DOLORES BACUYAG	None
End of Procedure						





MEDICAL SERVICES

Dental Services

Consultation, Prescription, and Dispensation of Medicines

Schedule of Availability of Service: 7:00 am -11:00 am 1:00pm - 5:00 pm (Monday - Friday)
 Clients/Customers: Students, Faculty Members, Administrative Staff
 Requirement/s: None
 Processing Time: 5 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Seek consultant	Examines and discuss dental treatment plan with the patient Schedule patient for treatment	15 minutes	None	MAGILIW ESTEBAN	Dental Record
	Proceeds to pay for dental procedure to be administered	Office for payment	5 – minutes	Oral prophylaxis P50.00 tooth extraction P50.00 tooth restoration P150.00		None
2	Seek dental treatment Perform dental treatment	Ask for receipts and waiver Oral prophylaxis-tooth extraction Tooth restoration	45 mins. 45 mins. to 1 hr 45 mins. to 1 hr	None	MAGILIW ESTEBAN	None
3	Sets Initial Dose Of Medicines (When Available) And Signs The Logbook	Give initial dose of medicines and post-operative instruction	15 minutes	None	MAGILIW ESTEBAN	Medicines Logbook
End of Procedure						

