

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	Receives 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 referred 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: None
Processing Time: 5 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	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
2	Subjects himself or herself for medical examination	Conducts Medical Examination	5 minutes	None	Dra. Vivien Irene E. Pagayatan	None
3	Receives the Medical Certificate	Issues medical certificates	1 minute	None	Dra. Vivien Irene E. Pagayatan	None

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 Requirements: None
 Processing Time: 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	10 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

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Signs in the logbook	Assists in the signing of the logbook	1 minute	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	Logbook
2	Virtualizes chief complaints	Asks series of questions pertaining to chief complaints of the patient	10 minutes	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	None
3	Receives initial dose of medicines 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 minutes	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	None
4	Receives health teaching from the provider/s	Provides health teaching to the patient	5 minutes	None	Christine Dominique T. Malana, DMD/ Richelle Anne C. Paliuanan, MSN	None