



## 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<br>MAGILIW ESTEBAN | Logbook |
| 2                         | Receives treatment  | Provides the emergency treatment and nursing care                   |  | 10 – 15 minutes      | None | DOLORES BACUYAG<br>MAGILIW ESTEBAN | None    |
| 3                         | Receives health teaching from the provider                              | Provides health teaching  |  | 3 – minute           | None | DOLORES BACUYAG<br>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<br>MAGILIW ESTEBAN | None    |
| <b>*End of Procedure*</b> |   |   |  |                      |      |                                    |         |





## 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<br>MAGILIW ESTEBAN | Health Examination Form |
| 2                         | Subjects himself/herself to physical examinations   | Gets vital signs   | 5 – minutes          | None | DOLORES BACUYAG<br>MAGILIW ESTEBAN | None                    |
| 3                         | Subjects himself/herself to further physical examination  | Conducts the physical examination                            | 3 – minutes          | None | DOLORES BACUYAG<br>MAGILIW ESTEBAN | None                    |
| 4                         | Receives medical examination result   | Provides medical examination result                          | 1 – minute           | None | DOLORES BACUYAG<br>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<br>MAGILIW ESTEBAN | None                    |
| <b>*End of Procedure*</b> |   |  |                      |      |                                    |                         |





## 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    |
| <b>*End of Procedure*</b> |  |  |                      |      |                    |         |





## 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<br>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<br>tooth extraction P50.00<br>tooth restoration P150.00 |                    | None              |
| 2                         | Seek dental treatment<br>Perform dental treatment                     | Ask for receipts and waiver<br>Oral prophylaxis-tooth extraction<br>Tooth restoration         | 45 mins.<br>45 mins. to 1 hr<br>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 |
| <b>*End of Procedure*</b> |   |   |  |   |                    |                   |

