



MEDICAL SERVICES

MEDICAL EXAMINATION

Schedule of Availability of Service: **8:00 AM – 5:00 PM (Monday - Friday)**
Clients/Customers: **Students, Faculty & Administrative Staff**
Requirement/s: **Health Examination Profile**
Processing Time: **15 Minutes**

| STEPS | CLIENT/APPLICANT | TYPES OF FRONTLINE SERVICE | DURATION OF ACTIVITY | FEES | PERSON RESPONSIBLE | FORMS |
|-------|----------------------------------------------------------|-------------------------------------------------------------|----------------------|------|-----------------------|-------------------------|
| 1 | Fills up the health examination form | Assist the client in filling up the health examination form | 5 minutes | None | Isabelita B. Buentipo | Health Examination Form |
| 2 | Subjects himself/herself to physical examination | Get vital signs | 5 minutes | None | Isabelita B. Buentipo | None |
| 3 | Subjects himself/herself to further physical examination | Conducts physical examination | 3 minutes | None | Isabelita B. Buentipo | None |
| 4 | Receives medical medical examination result | Provides medical examination result | 1 minute | None | Isabelita B. Buentipo | None |





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|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------|------|-----------------------|----------|
| 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 investigation | Refers the patient to a specialist | 1 minute | None | Isabelita B. Buentipo | Referral |
| *End of Transaction* | | | | | | |

