



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						

