

MEDICAL SERVICES

Medical Services FIRST AID TREATMENT

Schedule of Availability of Service: 8:00 am – 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	Jasmin Saquing, RN, MSN, MST	Logbook
2	Receives treatment	Provides the emergency treatment and nursing care	10 – 15 minutes	None	Jasmin Saquing, RN, MSN, MST	None
3	Receives health teaching from the provider	Provides health teaching	3 – minute	None	Jasmin Saquing, RN, MSN, MST	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	Jasmin Saquing, RN, MSN, MST	None

End of Procedure

MEDICAL SERVICES

Medical Services

MEDICAL CONSULTATION/COUNSELING

Schedule of Availability of Service: 8:00 am – 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	Jasmin Saquing, RN, MSN, MST	Logbook
2	Verbalizes chief complaints	Asks series of questions pertaining to chief complaints of the patient	10 – minutes	None	Jasmin Saquing, RN, MSN, MST	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	Jasmin Saquing, RN, MSN, MST	None
4	Receives health teaching from the provider	Provides health teaching to the patient	5 – minutes	None	Jasmin Saquing, RN, MSN, MST	None

End of Procedure