



CAMPUS HEALTH SERVICES

Citizen’s Charter

Title of Frontline Services	: Physical Examinations
Schedule of availability of service	: Monday – Friday, 8:00 am – 5:00 pm
Key Person	: Physician/Campus Nurse
Who may avail of the service?	: New Enrollees/Old Students*
What are the requirements?	: School Health Record, Chest X-ray, Drug test results
Fee	: None

HOW TO AVAIL THE SERVICE

Step	Please follow these steps	Service Provider	Person in charge	Duration	Form/ Document
1	Answer the School Health Record (SHR) via google form (done online)	Guides client in accomplishing the School Health Record Form	Admission Committee/ Nurse	online	Accomplished school health record
2	Log in on the logbook for physical examination	Ensures proper documentation of transaction	Nurse	1 minute	Logbook
3	Present accomplished SHR, Chest X-ray and drug test result – for new enrollees	Verifies and records SHR, Chest X-ray, and drug test results.	Nurse/Physician	1-2 minutes	SHR, Chest X-ray and drug test result
4	Fill out the Physical Examination Form, Daily Treatment and Dental Record	Guides client in completing the required forms	Nurse/Physician	1-2 minutes	Accomplished forms
5	Submit oneself to measurement of weight, height, visual acuity, blood pressure, pulse rate and respiratory rate.	Measures and records vital signs	Nurse/Physician	5 minutes	Measurement of vital signs
6	Submit oneself to physical and oral examination	Performs physical and oral examination	Physician/Dentist Nurse	15 minutes	Physical examination record
7	Perform agility test	Guides client in performing agility test	Nurse/Physician	4 minutes	None
8	Receive your medical certificate	Provides the medical certificate	Nurse	30 seconds	Medical certificate
9	Record your transaction in the logbook provided	Ensures proper documentation of transaction and completion of the process.	Nurse	1 minute	Recorded logbook

*For old students, only follow steps 2, 5, 6, 8 & 9



Angeline C. Cardona, RN
Campus Nurse



CAMPUS HEALTH SERVICES

Citizen's Charter

Title of Frontline Services	: Medical Consultation
Schedule of availability of service	: Monday – Friday, 8:00 am – 5:00 pm
Key Person	: Physician/Campus Nurse
Who may avail of the service?	: Students, Faculty and Employees
What are the requirements?	: Registration Form (for new students) ID (for old students)
Fee	: None

Step	Please follow these steps	Service Provider	Person in charge	Duration	Form/ Document
1	Present ID/Registration form	Inspects validity of ID	Nurse	1 minute	ID
2	Log in on the logbook for medical consultation	Ensures proper documentation of transaction	Nurse	1 minute	Logbook
3	Inform nurse of reason for clinic visit	Retrieve health record and document chief complaint	Nurse	2 minutes	Daily treatment record/ Logbook
4	Submit oneself to measurement of vital signs	Measures and records vital signs	Nurse/Physician	5 minutes	Measurement of vital signs
5	Submit oneself to consultation	Performs physical examination and recommends further treatment, if necessary.	Physician Nurse	5 minutes	Daily treatment record/ prescription/referral
6	Log out on the logbook for medical consultation	Ensures proper documentation of completed process	Nurse	1 minute	Logbook



Angeline C. Cardona, RN
Campus Nurse