



MEDICAL AND DENTAL

Republic of the Philippines
CENTRAL PHILIPPINES STATE UNIVERSITY
 Kabankalan City, Negros Occidental

SERVICE: ATTENDING TO THE MEDICAL/DENTAL NEEDS OF STUDENTS AND EMPLOYEES

SCHEDULE: Monday to Friday (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Students, Employees, and other Agencies/Offices

REQUIREMENTS: Library card

PROCESSING TIME: 32 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Secures Medical / Dental Form	Informs the client of the requirements for the service.	1 minute	None	Clinic In-charge	Medical/ Dental Form
2	Accomplishes and submits the form to the Clinic In-charge.	Checks the information written on the form. Asks the onset of the illness/disease or the signs and symptoms consulted by the patient. Checks vital signs (blood pressure, temperature, heart rate, respiratory rate). Refers client to the physician/dentist.	15 minutes	None	Clinic In-charge	None
3	Proceeds to the consultation room with the medical form	Consults client's major complaint. Prescribes medicines and refer to the nurse for free medicines.	10 minutes	None	Physician/Dentist	None
4	Gives the doctor's order to the In-charge and receive available medicines	Receives the doctor's order and gives available free medicines. Instructs client of the medication dosage, timing and administration of the prescribed medication. Gives health instructions/directions. Advices the patient to return to the clinic after 3 days for proper re-evaluation. Refers student/employee in case he/she needs further medical management	6 minutes	None	Clinic In-charge	None
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