

3a. MEDICAL CLEARANCE (Students)

About the service:

Screening of incoming freshmen/returning/transferee students

Fees: Not applicable

Total Processing Time: Varies: without findings 15-20 minutes
with findings 20-30 minutes

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	REQUIRED DOCUMENTS
1. Proceed to the medical clinic and present to the nurse the x-ray result with film within 3 months and SAR Form 1 or Re-admission form.	Nurse on duty	PUP Taguig Medical Clinic, Building A Ground Floor	Chest X-ray, SAR Form for incoming freshmen/Re-admission Form for returnees and transferees.
2. The Nurse will take the vital signs – blood pressure, temperature, pulse rate, respiratory rate & temperature. Nurse will refer to the physician in charge for proper assessment and evaluation: a. For those w/out findings, medical clearance will be issued. b. For those with findings, referral to specialist for further evaluation will be done to secure medical certificate before the issuance of medical clearance.	Nurse on duty Physician on duty		Medical health record
3. Proceed for tagging.	Nurse on duty		SAR Form 1 for incoming freshmen/Re-admission Form for returnees and transferees.
End of Transaction			

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	REQUIRED DOCUMENTS
1. Secure the required laboratory request from the nurse.	Nurse on duty	PUP Taguig Medical Clinic, Building A Ground Floor	Laboratory Request
2. Present the recent laboratory results to the nurse on duty.	Nurse on duty		Laboratory Result
3. The nurse will get the vital signs and write it on his/her health record.	Nurse on duty		Medical Health Record
4. Refer to the physician for assessment, evaluation, treatment and signing of the faculty clearance.	Physician on duty		Medical health record & faculty clearance form
End of Transaction			

3c. MEDICAL EXAMINATION (Staff)

About the service:
Annual medical examination of administrative personnel.
Fees: None
Total Processing Time: 20-30 minutes

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	REQUIRED DOCUMENTS
1. Vital signs will be taken by the nurse and record it to his/her medical health record.	Nurse on duty	PUP Taguig Medical Clinic, Building A Ground Floor	Medical health record
2. Proceed to the physician for assessment, evaluation & treatment/ management.	Physician on duty		Medical health record
3. Come back to the nurse for recording.	Nurse on duty		Medical health record
End of Transaction			