

Organizational Structure

Medical and Dental Health Services

VISION

An efficient and committed health care unit of highly-qualified medical practitioners and personnel providing prompt, tender, loving care to MSU-IIT constituents backed by functional medical and dental facilities.

STRATEGIES

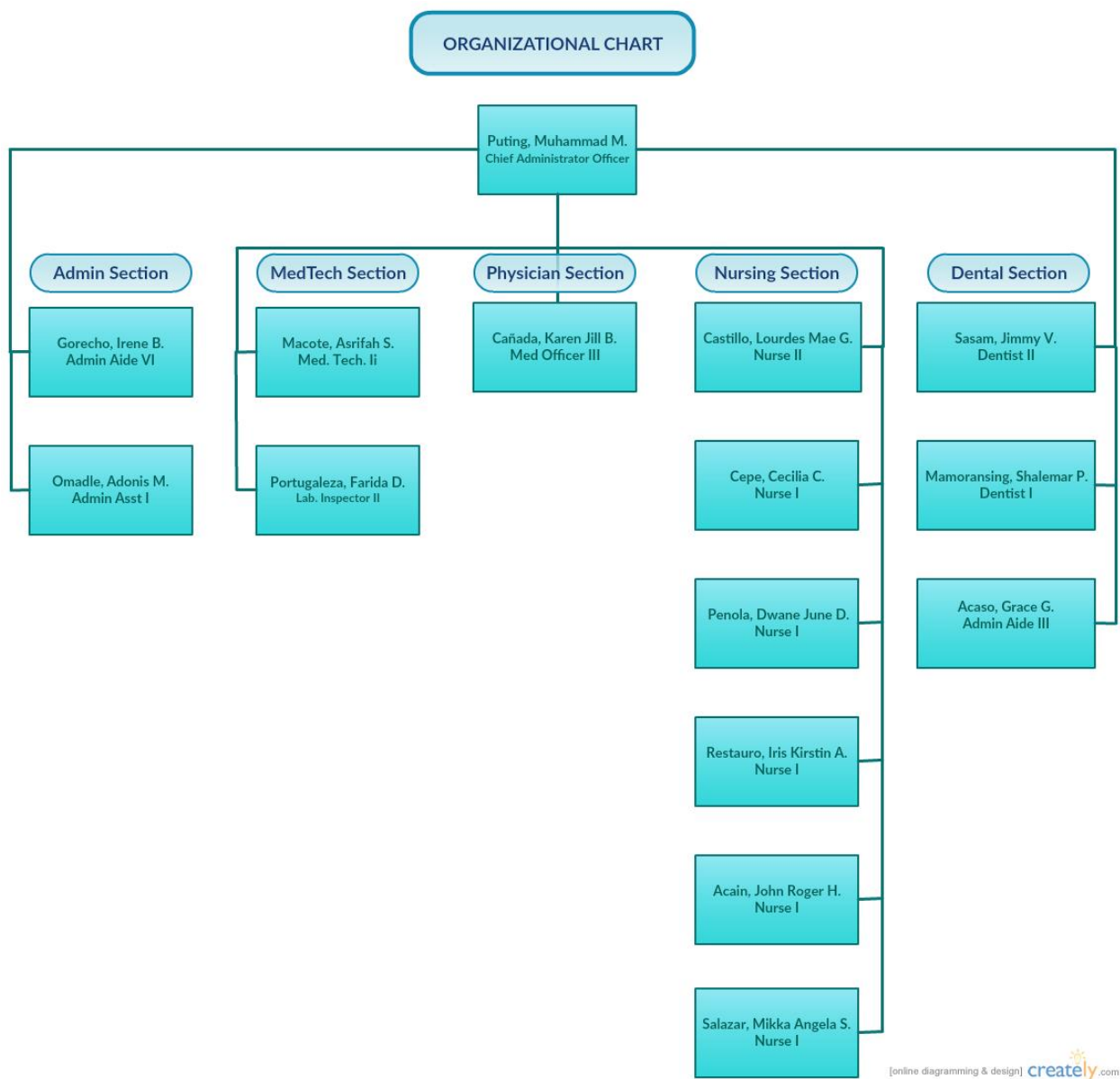
- Continue trainings and seminars and be updated on new trends on health care management.
- Re-enforce existing personnel values on compassionate health care practices through reminders and meetings.
- Develop team building activities regularly.
- Conduct and strengthen programs and activities on free medical laboratory procedures.
- Maintain a pool of standby first-aiders with ambulance for emergency cases.
- Acquire high end and modern medical facilities.

OBJECTIVES

- a) To render quality medical and dental services among the constituents.
- b) To promote preventive medicine and focus on prophylaxis.
- c) To provide counseling on health education to maintain health and physical well-being.
- d) To foster the importance of healthy lifestyle and environmental sanitation, thus, addressing it in a holistic view of wellness.
- e) To render health services through medical missions in the adopted and neighboring Barangays.

SERVICES

- I. Medical and Dental Consultations
- II. Emergency Services
- III. Dispensary and Treatment
- IV. Routine Laboratory Tests
- V. Physical/Medical Examinations
- VI. Issuance of Medical and Dental Certificates
- VII. Assistance during Official and Educational Trips
- VIII. Medical Missions/Free Clinic



MEDICAL AND DENTAL STAFF PROFILE

MUHAMMAD M. PUTING, M.D. (Head) Chief Administrative Officer



Degree	:	Doctor of Medicine
School	:	Southwestern University, Cebu City
PRC License No.	:	0115395
Specialty	:	General Practitioner
Eligibility	:	RA 1080

KAREN JILL B. CAÑADA, M.D.
Medical Officer III



Degree	:	Doctor of Medicine
School	:	Remedios T. Romualdez Medical Foundation
PRC License No.	:	0122280
Specialty	:	General Practitioner
Eligibility	:	RA 1080

JIMMY V. SASAM, D.M.D.
Dentist II

Degree	:	Doctor of Dental Medicine
School	:	Southwestern University, Cebu City
PRC License No.	:	18761
Eligibility	:	RA 1080

SHALEMAR P. MAMORANSING, D.M.D.
Dentist I



Degree	:	Doctor of Dental Medicine
School	:	Southwestern University, Cebu City,
PRC License No.	:	49158
Eligibility	:	RA 1080

ASRIFAH S. MACOTE, R.M.T.
Medical Technologist I



Degree	:	Bachelor of Science in Medical Technology
School	:	Iligan Medical Center College, Iligan City
PRC License No.	:	0047825
Eligibility	:	RA 1080

FARIDA D. PORTUGALEZA
Laboratory Inspector II



Degree : Bachelor of Science in Medical Technology
School : Iligan Medical Center College, Iligan City
Eligibility : Civil Service Professional and Sub-Professional Examination

LOURDES MAE G. CASTILLO, R.N.
Nurse II



Degree : Bachelor of Science in Nursing
School : Iligan Medical Center, Iligan City
PRC License No. : 0155523
Eligibility : RA 1080

CECILIA C. CEPE, R.N., MAN
Nurse I



Degree : Bachelor of Science in Nursing
School : University of Bohol, Tagbilaran City, Bohol
PRC License No. : 0145239
Eligibility : RA 1080

DWANE JUNE D. PEÑOLA, R.N., MAN
Nurse I



Degree : Bachelor of Science in Nursing
School : North Central Mindanao College, Maranding
Lanao del Norte
PRC License No. : 0545728
Eligibility : RA 1080

IRIS KIRSTIN A. RESTAURO, R.N.
Nurse I



Degree : Bachelor of Science in Nursing
School : University of Baguio, Baguio City
PRC License No. : 0696759
Eligibility : RA 1080

MIKKA ANGELA S. SALAZAR, R.N.
Nurse I



Degree : Bachelor of Science in Nursing
School : University of San Carlos, Cebu City
PRC License No. : 0506430
Eligibility : RA 1080

JOHN ROGER H. ACAIN, R.N.
Nurse I



Degree : Bachelor of Science in Nursing
School : St Michael’s College, Iligan City
PRC License No. : 0542818
Eligibility : RA 1080

GRACE G. ACASO, R.M.
Administrative Aide III (Dental Assistant)



Degree : Bachelor in Community Health Services
School : Iligan Capitol College, Iligan City
PRC License No. : 0025246
Eligibility : RA 1080

ADONIS M. OMADLE
Administrative Assistant



School Graduated : Diploma in Computer Technician
Iligan Computer Institute, Iligan City

IRENE B. GORECHO, MPA
Administrative Aide VI



Degree : Bachelor of Science in Office Management,
School : MSU – Iligan Institute of Technology,
Iligan City
Eligibility : Civil Service Sub-Professional Eligibility

I. MEDICAL SECTION

- Emergency services-referral and ambulance transport
- Consultation
- Dispensary
- Treatment
- Perform and monitor minor surgical operations
- Assistance during educational trips
- Annual physical/medical examinations for new enrollees, employees, interns and scholarship grantees
- Ward confinement
- Conduct lectures and symposia on health issues
- Medical missions/free clinic

Personnel:

- | | | |
|-----------------------------|---|------------------------------------|
| 1) Dr. Muhammad M. Puting | - | Chief Administrative Officer, Head |
| 2) Dr. Karen Jill B. Cañada | - | Medical Officer III |
| 3) Acain, John Roger H. | - | Nurse I |
| 4) Castillo, Lourdes Mae G. | - | Nurse II |

- | | | |
|-------------------------------|---|------------------------------|
| 5) Cepe, Cecilia C. | - | Nurse I |
| 6) Peñola, Dwane June D. | - | Nurse I |
| 7) Restauero, Iris Kirstin V. | - | Nurse I |
| 8) Salazar, Mikka Angela S. | - | Nurse I |
| 9) Omadle, Adonis M. | - | Admin. Assistant/First Aider |

II. DENTAL SECTION

- Consultation
- Dispensary
- Tooth extraction
- Dental filling

Personnel:

- | | | |
|--------------------------------|---|----------------------------------|
| 1) Dr. Jimmy V. Sasam | - | Dentist II |
| 2) Dr. Shalemar P. Mamoransing | - | Dentist I |
| 3) Ms. Grace G. Acaso | - | Admin. Aide III/Dental Assistant |

III. LABORATORY SECTION

- Complete Blood Count (CBC)
- Hemoglobin determination
- Urinalysis
- Blood Typing
- Blood Sugar Test (Fasting and Random)

Personnel:

- | | | |
|------------------------------|---|-------------------------|
| 1) Ms. Asrifah S. Macote | - | Medical Technology I |
| 2) Ms. Farida D. Portugaleza | - | Laboratory Inspector II |

POLICIES OF THE INSTITUTE CLINIC

- 1) All new enrollees are required to undergo physical/medical examination as this will serve as their medical record. This file will be kept and used for future consultations in the clinic.
- 2) Initial doses of medicines will be dispensed to patients who submit for medical and dental consultations. Subsequent doses prescribed by the doctor shall be shouldered by the patient.

- 3) Medical certificates will only be issued to students who sought medical assistance and were unable to attend classes due to an illness. Excuse letters signed by guardians must be countersigned by a clinic staff to validate excuses of students who failed to seek clinic consultation.
- 4) For dental services, students are required to present their COR (Certificate of Registration) to the Dental Attendant who will schedule the date of the dental procedure. ID's must also be presented on the scheduled date.
- 5) Dependents of the employees can avail of the free consultation and primary health services of the clinic.
- 6) The clinic opens at 8:00 am and closes at 9:00 pm from Monday to Friday. During Summer, Semestral and Christmas breaks, work hours will only be from 8:00 am to 5:00 pm.
- 7) All services are free of charges except for the use of the ambulance outside the city.

PROCEDURE IN AVAILING CLINIC SERVICES

- 1.) Patient is required to sign in the logbook upon entering the clinic before proceeding to the clinic staff at the receiving area.
- 2.) He/she then confides her medical condition to the nurse in the front desk, after which the patient's medical record will be retrieved from the file.
- 3.) After vital signs are noted, the patient is then referred to the doctor's room for management.
- 4.) The doctor examines the patient and gives orders for laboratory test or medicine dispensing.
- 5.) For laboratory request, patient proceeds to the laboratory for the procedure ordered by the doctor. Upon completion of the test, the patient returns to the doctor for the interpretation of laboratory results and may proceed to the dispensary if advised.

- 6.) In emergency cases, patients are transported with the use of the ambulance and maybe admitted in the clinic ward, hospital or home depending on the doctor's order. Policy on the use of ambulance outside the school must be observed.
- 7.) For dental consultation, patient proceeds to the dental room. Tooth extraction and dental restoration must be scheduled for appointment. If the patient arrives late on the scheduled date, the dentist has the discretion to carry on or reschedule the procedure. Appointment may also be rescheduled if it falls on holidays.

MEDICAL AND DENTAL EQUIPMENT

A. MEDICAL

1.	Autoclave	-	1
2.	Clinical Centrifuge	-	1
3.	Height Stick Meter	-	1
4.	Hematocrit Centrifuge	-	1
5.	Hospital Beds	-	6
6.	Microscope	-	1
7.	Minor Surgical Sets	-	
8.	Nebulizer	-	3
9.	Otoscope	-	1
10.	Oxygen Tanks	-	1
11.	Pipette Shaker	-	1
12.	Sphygmomanometers	-	9
13.	Stethoscopes	-	12
14.	Thermometers	-	
15.	Treatment Cart	-	1
16.	Weighing Scale	-	1

B. DENTAL

1.	Autoclave	-	1
2.	Dental Chairs	-	2
3.	Dental Basic Instruments		
	- Cotton Pliers	-	
	- Explorer	-	

- Forceps -
- Mouth Mirror -
- 4. Filling Instruments -

MEDICINES (DISPENSARY)

1. Analgesics
2. Antacids
3. Anti-angina
4. Anti-asthma
5. Antibiotics
6. Antidiarrhea
7. Anti-emetic
8. Antiflatulence
9. Antihemorrhagic
10. Antihistamines
11. Antihypertensive
12. Antipyretics
13. Antitussive
14. Antiseptics
15. Antispasmodic
16. Dental anesthesia
17. Disinfectants
18. Eye and Ear drops
19. Topical creams and ointments