



Health Records and Management of Polytechnic University of the Philippines Quezon City Branch

Rationale

VISION:

The Student Organization aims to advocate for and engage members collaboratively and provide numerous services, programs, and opportunities in enhancing their skills in medical office management technology. This is in order to promote lifetime commitment of collaborative leadership and partnership in the workplace and in the community.

MISSION:

In order to accomplish our vision, we will – educate students as to what the Student Organization is and does. Provide extensive leadership opportunities. Facilitate discussion between all members of the campus and the community. Offers educational and enriching experiences using free and open-source technology as its primary tools.

Goals and Objectives:

- To help third-year students of DOMT to reduce the time in their On the Job Training.
- To help our fellow DOMT students and others who are interested in Health Records and Management
- To prepare students for a career in medical assistant by gaining a great understanding of the correct use of health information and management.
- To help our students and others who are interested in medical assistant who helps patients by providing information, services, and assistance



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
QUEZON CITY BRANCH



Distinguished Organization of Management Technologist and Corporate Specialist

Venue & Date

Date: June 21, 2021

Time: 1:30 PM- 3:30 PM (Tentative)

Technical arrangements and accessibility:

Participants must be register at <https://tinyurl.com/35ftc2cr>. This webinar will be conducted via Zoom Cloud Meeting and Facebook Live at PUPQC DOMT.Cs page <https://www.facebook.com/DOMT.CsPUPQCOfficial>. In addition, the event will be also recorded and made available online on the page.

Participants:

Students of DOMT 3-1 Group 5 in partnership with the PUP Dental Services Department and the Distinguished Organization of Management Technologist and Corporate Specialist (DOMT.CS)

House Rules:

- Make sure that all participant are already registered.
- Be on time
- Set your name to "Full Name (Organization/Affiliation)".
- Mute your speaker all the time (Turn it on when you ask a question during the open forum only).
- Click the "Raise Hand" button when you have a question or use the chat box when you have questions or concerns.

Guidelines

- Please download the Zoom app on your laptop/desktop or mobile. Go to www.zoom.us to download and install.
- Test your Internet connection prior to our Online Webinar. It is best to talk to your family, friends, and colleagues that you will be on Online Webinar so they can minimize their unnecessary online activities, if possible. This will also prompt them to respect your space as you do the online Start Plan.
- We will be online as early as 1:00 pm on Monday, June 21 to help you with any difficulties you may have with regard to using Zoom.
- The session starts at 1:30 pm with program proper. We expect to end at 3:30 pm



Mechanics of Implementation

1. Coordinate with the persons involve:
 - Director of PUP-QC Branch
 - Academic Head of PUP-QC
 - Administrative Officer and Property Custodian
 - Office of Student Affairs and Services
 - Student Organizations (Academic and Non - Academic)
2. Conduct an orientation to the student organizations of what they will do on the said event.
3. Send them a letter of invitation.
4. Creation of technical working committees.
 - Logistics Committee - Rosanna Florencia A. Ulep,
DMD, MPH
 - Registration - Ms. Jeddah Recto
 - Communication Letters -Ms. Jessy Alexzette Hermitanio
 - Technical Committee - Mr. Mark Evierette Sabeniano
 - Program Committee - Ms. Jeddah Recto and Ms.
Emerlita Respecia
5. Preparation and actualization



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Programme (SEPARATE the page of the programme)

**Health Records and Management of Polytechnic University of the Philippines
Quezon City Branch**

June 21, 2021

Polytechnic University of the Philippines Quezon City Branch
Zoom

TIME	ACTIVITY	SPEAKER
Task 1		
1:30 – 1:35 PM	Philippine National Anthem • <i>Lupang Hinirang</i>	AVP
1:35 – 1:40 PM	Opening Prayer	AVP
1:40 – 1:50 PM	Opening Remarks	Prof. Rosanna Florencia Ulep
1:50-2:00 PM	Introduction to the Speaker	Ms. Jeddah Recto
Task 2		
2:00 – 5:30 PM	Talk	Mrs. Julita Cruz-Bayaga
5:30 – 6:00 PM	Open Forum	Prof. Rosanna Florencia Ulep
Task 3		
6:00 – 6:10 PM	Awarding of Certificate	Ms. Emerlita Respecia
6:10 – 6:20 PM	Closing Remarks	Prof. Rosanna Florencia Ulep
6:20 – 6:30 PM	PUP Hymn Song	AVP



Programme

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<i>1:30 – 1:35 PM</i>	<i>Philippine National Anthem (Lupang Hinirang)</i>
<i>1:35 – 1:40 PM</i>	<i>Opening Prayer</i>
<i>1:40 – 2:00 PM</i>	<i>Introduction to the Speaker</i>
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<i>2:00 – 3:00 PM</i>	<i>Talk</i>
<i>3:00 – 3:15 PM</i>	<i>Open Forum</i>
<i>3:15 – 3:20 PM</i>	<i>Awarding of Certificate</i>
<i>3:20 – 3:25 PM</i>	<i>Closing Remarks</i>
<i>3:25 – 3:30 PM</i>	<i>PUP Hymn</i>