

CONDUCT OF ANNUAL MEDICAL EXAMINATION

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday

Clients/Customers: Students, Faculty and Staff

Requirements: None

Processing Time: Simple Case – 35 minutes, Complicated Case – more than 35 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Writes name, course and year on the logbook Fills the needed information in the medical form (MF) Submits required laboratory results along with other requirements*	Provides client with the medical form (MF) and gives instructions on how to fill it in. Receives the MF and retrieves client's medical record Reviews entry on the medical record and the submitted requirements Takes vital signs (temperature, blood pressure, heart rate, respiratory rate, weight, height)	15-20 minutes	None	Nurse	Client's Logbook Medical Form (MF) Medical Record/ Laboratory Results
2	Proceeds to the examination area	Asks the client relevant questions pertaining to the medical history Performs physical examination Informs the client regarding assessment Gives advice as to the management Provides prescription and laboratory requests as needed	20-30 minutes	None	Physician	Medical Form Prescription form Referral form

		Provides referral if the need arises				
3	Proceeds to the dispensing area for medications and other instructions*	Gives prescribed medication if available Gives advice as to intake of medications and other necessary precautions	15 minutes	None	Nurse	Prescription form
4	Signs in the logbook for the medicines received	Secures completeness of the data in the logbook	5 minutes	None	Nurse	Medicine Dispensary Logbook
END OF TRANSACTION						

**NOTE: These steps may be omitted if the client is in normal, healthy state. This is for those with uncommon conditions only.*