



### 3. Consultation and Treatment Services for Emergency Medical Cases of Students

Emergency consultation and treatment refers to an urgent medical attention / treatment given to an individual that needs immediate care.

<b>Office or Division:</b>	Campus Administrative Office-Medical Services Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Inquire of the patient's chief complaint or illness	None	1 minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	1.1 Take patient's vital signs (Blood Pressure, Temperature, Respiratory Rate, Pulse Rate).	None	4 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	1.2 Assess and evaluate the condition of the patient by taking the medical history and performing physical examination.			<i>Physician/Nurse Medical Clinic PUP Campus</i>
	1.3 Provide immediate treatment / intervention.	None	7 minutes and 30 seconds	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	<u>With referral:</u> 1.4a Explains the reason for referral and prepares referral form.	None	2 minutes and 30 seconds	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	1.4b Prepare emergency transport vehicle for conduction of patient.	None	5 Minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>



	<u>Without referral:</u> Provide discharge instructions that includes home medications, advise and follow-up.	None	3 minutes and 30 seconds	<i>Physician/Nurse Medical Clinic PUP Campus</i>
2. Proceed to receiving area.	Dispense initial dose of medicine if available with instruction.	None	2 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
3. Fill out and sign in the	Assist patient in filling out the Daily	None	1 minute	<i>Physician/Nurse Medical Clinic</i>
Daily Treatment Record (DTR)	Treatment Record.			PUP Campus
<b>TOTAL:</b>				
<b>WITH REFERRAL:</b>		<b>None</b>	<b>23 minutes</b>	
<b>WITHOUT REFERRAL:</b>			<b>19 minutes</b>	