



b. Medical Certificate for Sick Note / Excuse Slip

Medical Certificate for Sick Note / Excuse Slip refers to a written statement issued by a Physician which attests to the medical consultation made by the student on the specified date.

Office or Division:

Medical Services Department – Medical Section/
PUP Campus



Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Students, Dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. For Excuse Slip- 1. Patient who consulted PUP medical clinic. Requirement: None 2. Patient consulted outside PUP medical clinic. Requirement: Medical Certificate		N/A Attending Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. For Sick Note / Excuse Slip – Patient who consulted PUP Medical Clinic 1. Go to receiving area of the medical clinic and states the purpose of request on the issuance of medical certificate.	1.1 Ask the purpose of the medical certificate, name of the student and date of previous consultation. 1.2 Retrieve patient's record.	None	3 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
2.Proceed to consultation area.	2.Assist and endorses the student to the physician	None	1 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
3.Submit self for assessment.	3.1 Assess and evaluates patient and performs physical examination. 3.2 Issue medical certificate or excuse slip.	None	2 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
4.Proceed to receiving area and signs the Daily Treatment Record / DTR.	4.Assist student in filling out the Daily Treatment Record.	None	2 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>



TOTAL:		None	8 minutes	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
B. <u>For Patient who consulted outside PUP clinics and with Medical Certificate from attending physician</u>				
1. Go to receiving area of the medical clinic and state the purpose visit.	Ask the purpose of visit.	None	1 minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
2. Proceed to consultation area and presents medical certificate to the physician.	Receive and validate the medical certificate of the student for record purposes.	None	3 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
3. Proceed to receiving area and signs the Daily Treatment Record / DTR.	Assist student in filling out the Daily Treatment Record.	None	1 minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
TOTAL:		None	5 minutes	