



c. Medical Clearance for Enrollment

This procedure starts by submitting requirements to the physician for assessment of the results and physical examination for issuance of medical clearance.

Office or Division:	Medical Services Department/ PUP Campus			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Students (Incoming freshmen – SHS & College, Open University, College of Law, Graduate School, Post Baccalaureate, Returning and Transferees)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Chest x-ray (PA) result with film or CD with 1-year validity at the time of examination.		Any DOH accredited laboratory facility or hospital of choice of the patient.		
b. Other laboratory mandated by law.				
c. Other laboratory results required by examining physician as deemed necessary.				
d. Route Approval Form				
e. Re-admission Form (for Returning Students)		Admission Office		
f. Transferee Form (for Transferees)		Admission Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to receiving area of the medical clinic	1. Ask the purpose of medical clearance.	None	1 minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
2. Present requirement for issuance of medical clearance.	2.1 Check student's requirement. 2.2 Assess a. chest x-ray result b. pertinent health problem.	None	4 minutes and 30 seconds	<i>Physician/Nurse Medical Clinic PUP Campus</i>
3. Fill out the Registration form for students with normal chest x-ray and no other health problems.	Assist student in filling out the Registration Form.	None	1 minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>



<p>4. Proceed to the assigned consultation room, present chest x-ray and other documents required.</p>	<p>4.1 Assist student to the consultation room depending on their chest- x-ray result and other medical problems as follows:</p> <p>Area 1 – with normal chest x-ray. Area 2 – with lung findings. Area 3 – with other health problem</p> <p>4.2 Assess and evaluate chest x-ray results and other documents required upon receipt.</p>	<p>None</p> <p>None</p>	<p>6 minutes</p>	<p><i>Physician/Nurse Medical Clinic PUP Campus</i></p> <p><i>Physician/Nurse Medical Clinic PUP Campus</i></p>
	<p>4.3 Take medical history and perform physical examination.</p> <p>4.4 Provide necessary treatment as deemed necessary.</p>	<p>None</p> <p>None</p>		
	<p>A. For students with lung findings or other health problems that needs referral:</p> <p>1. Explain reason for referral and provide further instruction.</p> <p>2. Prepare referral form for laboratory or to specialist.</p>	<p>None</p>	<p>8 minutes</p>	<p><i>Physician/Nurse Medical Clinic PUP Campus</i></p>



	B. For students with normal chest result and no serious health problem for issuance of medical clearance.	None	1 minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
5. Fill out and sign the Registration Form.	Assist student in filling out the Daily Treatment Record.	None	2 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
TOTAL:		None	23 minutes and 30 seconds	