



e. Medical Clearance for Off-Campus of Students

Medical Clearance is a written document issued by PUP Campus Physicians certifying student's fitness to participate in a defined activity.

Office or Division:	Campus Administrative Office-Medical Services Department			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student ID or registration card		Student Services or Admission Office		
<u>For Local:</u> Exemption: I. Sports and dance competitions: a. Chest x-ray (PA) with 1-year validity b. ECG with 12 lead validity of 6 months for normal results. c. Other laboratory required by organizing agency or sponsor. d. Other documents required as deemed necessary. II. Team-building / Community Immersion / Immersion with water activity a. Chest x-ray (PA) with 1-year validity		From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.		
<u>For International:</u> a. Chest x-ray (PA) official results with film or CD with 1-year validity. b. Other laboratory as deemed necessary after assessment and physical examination of the examining physician. c. Other laboratory required by organizing agency / sponsor.		From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit letter of request for	1.1 Receive the letter request	None	1 minute	<i>Physician/Nurse</i>
issuance of medical clearance to Medical Director's Office indicating the list of participants, date and activity signed by Adviser / Chairperson / Dean.	for endorsement. 1.2 Approve letter of request.		8 hours and 27 minutes	<i>Medical Clinic</i> <i>PUP Campus Director</i> <i>Physician/Nurse</i> <i>Medical Clinic</i> <i>PUP Campus</i>



5. Follow-up the letter of request from the Director's Office.	Hand over the approved letter of request to the student's representative.	None	1 minute	Physician/Nurse Medical Clinic PUP Campus
6. Submit the approved letter of request to the medical clinic of respective campus	Receive the approved letter and inform the student on the scheduled date of clearance.	None	2 minutes	Physician/Nurse Medical Clinic PUP Campus
7. Proceed to receiving area of the medical clinic on the scheduled date, states the purpose of the medical clearance needed and present student ID / Registration card.	Ask the purpose of medical clearance and look for his/her name in the master list.	None	2 minutes	Physician/Nurse Medical Clinic PUP Campus
8. Present requirement for issuance of medical clearance.	5.1 Check the patient's requirement. 5.2 Take patient's vital signs (Blood Pressure, Pulse Rate, Temperature, Respiratory Rate)	None	3 minutes	Physician/Nurse Medical Clinic PUP Campus
9. Proceed to consultation area and present documents.	6.1 Assist the student to the consultation area.	None	1 minute	Physician/Nurse Medical Clinic PUP Campus (Mabini Campus)
	6.2 Evaluate documents or laboratory		9 minutes	Physician/Nurse Medical Clinic PUP Campus
	results submitted, takes medical history and performs physical examination of the patient.			



	<u>With referral:</u> Explain the reason for referral and prepare referral form for laboratory or consultation to specialist.	None	10 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	<u>Without referral:</u> Issuance of medical clearance if physically fit to participate in the off-campus activity.	None	3 minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
10. Fill out and sign the Daily Treatment Record.	Assist patient in filling out the Daily Treatment Record.	None	1 minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
TOTAL: WITH REFERRAL: WITHOUT REFERRAL:		None	9 hours	