



#### 4. Consultation and Treatment Services for Emergency Medical Cases of Faculty and Administrative Employees

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

<b>Office or Division:</b>	Medical Services Department/PUP Campus			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2G			
<b>Who may avail:</b>	Faculty, Administrative Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to receiving area and state the reason for consultation or chief complaint.	1.1 Inquire of the patient's chief complaint and probes about patient inquiry or illness	None	1 Minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	1.2.a Take patient's vital signs (Blood Pressure, Temperature, Respiratory Rate, Pulse Rate).	None	3 Minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	1.2.b Assess and evaluates the condition of the patient by physical examination and medical history.			<i>Physician/Nurse Medical Clinic PUP Campus</i>
	1.3 Provide immediate treatment / intervention	None	2 Minutes	<i>Physician/Nurse Medical Clinic PUP Branch/ Campus</i>
	<u>With referral:</u> 2.1.a Explain the purpose of referral and prepares referral form.	None	1 Minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	2.1.b Prepare emergency transport vehicle for conduction of patient.	None	2 Minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	<u>Without referral:</u> Provide discharge instructions that	None	1 Minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>



	include medication, activity, home advise and follow-up.			
2. Proceed to receiving area.	Dispense initial dose of medicine if available with instruction.	None	30 secs	<i>Physician/Nurse Medical Clinic PUP Campus</i>
3. Fill out and sign in the Daily Treatment Record (DTR)	Assist patient in filling out the Daily Treatment Record.	None	1 Minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
<b>TOTAL: WITH REFERRAL:</b>		<b>None</b>	<u>                    </u> <b>9 Minutes and 30 seconds</b>	
<b>WITHOUT REFERRAL:</b>			<b>13 Minutes</b>	