



6. Issuance of Annual Medical Clearance

The Annual Medical Clearance is given to faculty and administrative employees after complying with the required annual physical examination.

Office or Division:	Medical Services Department/PUP Campus			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Faculty, Administrative Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
I. For Regular and Temporary Faculty Designee				
A. <u>For less than 35 years old</u> Laboratory results – Chest X-ray with 1-year validity; Pap Smear (optional), CBC, urinalysis and fecalysis with 1-month validity; other laboratory as deemed necessary.		Any accredited laboratory facility/hospital of choice of the client.		
B. <u>For 35 years and above</u> Laboratory results - CBC, Urinalysis and Fecalalysis with 1-month validity; Chest X-ray with 1-month validity; ECG, Blood Chemistry (FBS, Cholesterol, Triglycerides, Blood Uric Acid, Creatinine, Blood Urea Nitrogen, SGPT) with 6-month validity; Pap Smear (optional), other laboratory as deemed necessary.		Any accredited laboratory facility/hospital of choice of the client.		
II. For Part-time Faculty Members				
A. Medical Certificate from attending physician or B. Laboratory results as stated above.		Any accredited laboratory facility/hospital of choice of the client.		
III. Administrative Employees				
A. Chest X-ray (PA) with validity of 1 year at the time of examination. B. Other laboratory as deemed necessary.		Any accredited laboratory facility/hospital of choice of the client.		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to receiving area and request for issuance of annual medical clearance.	Ask the purpose of medical clearance.	None	20 seconds	<i>Physician/Nurse Medical Clinic PUP Campus</i>
Present laboratory results required.	2.1 Check the requirement 2.2 Retrieve his/her medical record.	None	1 Minute and 30 seconds	<i>Physician/Nurse Medical Clinic PUP Campus</i>



	2.3 Assist patient to consultation area.			
Proceed to consultation area and submits laboratory results.	3.1 Assess/ evaluate laboratory results upon receipt of document. 3.2 Take medical history and performs	None	2 Minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	physical examination			
	<u>With referral:</u> Explain the reason for referral and prepares referral form to clinics / hospital of choice for further evaluation and management.	None	3 Minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	<u>Without referral:</u> Issuance of medical clearance for administrative employees / signing of faculty clearance form if assessment is clear.	None	2 Minutes	<i>Physician/Nurse Medical Clinic PUP Campus</i>
4. Fill out and sign the Daily Treatment Record / DTR.	Assist client in filling out the Registration Form / DTR.	None	1 Minute	<i>Physician/Nurse Medical Clinic PUP Campus</i>
	TOTAL: WITH REFERRAL: WITHOUT REFERRAL:	None	5 Minutes and 50secs. 4 minutes & 50 secs.	