

**V. MEDICAL AND DENTAL CLINIC
FRONTLINE SERVICES**

1. MEDICAL & DENTAL FRONTLINE SERVICE : MEDICAL CHECK-UP
TOTAL RESPONSE TIME : 15 MINUTES

STEPS/PROCEDURE		DURATION	REQUIREMENTS	RESPONSIBLE PERSON	LOCATION
CLIENT	SERVICE POROVIDER				
1. Request for medical check-up	2. Interview client about signs and symptoms	5 minutes	Student client identification card	College Nurse (Yolanda B. Dalingay, R.N.)	College clinic (Student Affairs & Services Building)
3. Answer interview by College Nurse	4. Check vital signs 9e.g. Blood Pressure, Temperature & Pulse rate, etc.) (If manageable at College Clinic) offer medical advice to client, Issue medicines; enter case in the departmental logbook	5 minutes	Student Client ID Card	College Nurse	College Clinic
5. Accept medical advice and medicine, ask for follow-up checkup if applicable	6. Inform client of follow-up check-up date if follow-up is necessary	5 minutes	Student Identification Card	College Nurse	College Clinic
END OF TRANSACTION					