

**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				
<b>1. Request for medical check-up</b>	2. Interview client about signs and symptoms	5 minutes	Student client identification card	College Nurse (Eunice Molina Aloag)	College clinic ( Student Affairs & Services Building)
<b>3. Answer interview by College Nurse</b>	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
<b>5. Accept medical advice and medicine, ask for follow-up checkup if applicable</b>	6. Inform client of follow-up check-up date if follow-up is necessary	5 minutes	Student Identification Card	College Nurse	College Clinic
<b>END OF TRANSACTION</b>					