



## MEDICAL AND DENTAL SERVICES

### 1. ADMINISTERING FIRST AID / MEDICAL CONSULTATION

This serves as an assessment of employees and students that needs medical attention and management.

<b>Office or Division:</b>		Medical and Dental Services		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Government services transacting public		
<b>Who may Avail:</b>		QCU Employees and students		
<b>CHECKLIST REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. QCU employees, and student seeks consultation in any form: a. Walk In b. Online c. Phone	Conduct interview	none	3-5mins.	Nurses Medical and Dental Services
2. Assessment	Assess the client and provide medical management. Refer to Medical Doctor if necessary.			
3.Fill out Medical logbook	Document.			
	<b>TOTAL</b>		Up to 5 mins	

### 2. ISSUANCE OF MEDICAL CLEARANCE TO STUDENTS

This serves as a certification that the students are physically fit to study.

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<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Government services transacting public		
<b>Who may Avail:</b>		QCU Employees and students		
<b>CHECKLIST REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Medical Results (CBC, URINALYSIS,XRAY) Medical Certificate		Diagnostic Clinic/Hospitals		
Medical History and Clearance Form		QCU CLINIC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Student may seek referral form from Medical Clinic thru; a. Walk In	Give referral form		3-5mins.	Nurses Medical and Dental Services