



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.

Office or Division:		Medical and Dental Services		
Classification:		Simple		
Type of Transaction:		G2C- Government services transacting public		
Who may Avail:		QCU Employees and students		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.			
	TOTAL		Up to 5 mins	

2. ISSUANCE OF MEDICAL CLEARANCE TO STUDENTS

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

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

b. Email 2. Accomplish Medical requirements from any hospital, clinic or diagnostic center		Rate varies perclinic/hospital	2-5 days	Diagnostic Clinic/Hospital where medical laboratory procedure accomplished.
3. Submit original copy of Medica results to the Clinic	Interview, collect, and sign the accomplished Medical History Form	none	10 mins	<i>Nurses</i> Medical and Dental Services
4. Fill out Medical History and Clearance form.	Issue medical clearance form			
	TOTAL		Up to 5 days and 20 mins	

3. ORAL EXAMINATION/ ORAL PROPHYLAXIS TREATMENT/ DENTAL FILLINGS/ TOOTH EXTRACTION

This serves as dental management/ treatment/ procedures to address the oral health needs of students and employees.

Office or Division:		Medical and Dental Services		
Classification:		Simple		
Type of Transaction:		G2C- Government services transacting public		
Who may Avail:		QCU Employees and students		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Consent form Photocopy of vaccination card		QCU CLINIC		
Dental Form		QCU CLINIC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student may seek oral consultation; a. Walk In b. Online 2. Accomplish Dental Form and submit a photocopy of vaccination card for new patient.	Assist client and provide dental form for new patient. For old patient, look for dental records.	None	3 mins.	<i>Nurses</i> Medical and Dental Services
3. Assessment and Treatment	Assess client and perform necessary oral treatment needed.	none	10-45 mins	<i>Dentist</i> Medical and Dental Services
	Document.			
	TOTAL		48 mins.	