

Republic of the Philippines  
**BOHOL ISLAND STATE UNIVERSITY**  
 (Formerly CVSCAFT System)

<b>Main Campus</b>	<b>Bilar Campus</b>	<b>Candijay Campus</b>	<b>Calape Campus</b>	<b>Clarín Campus</b>
C.P.G. Avenue, Tagbilaran City	Zamora, Bilar, Bohol	6312 Philippines	Calape, Bohol	Pob. Clarín, Bohol
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**CITIZEN'S CHARTER**

VISION

A dynamic hub of socio-technological program offerings for the formation of competitive human resource by 2010 for Bohol and the world.

MISSION

To provide the clientele socio-technological expertise through innovative education.

**MEDICAL AND DENTAL SERVICE CLINICS**

Name of Service: **1. Physical Examination**

**Schedule of availability of service:**

Monday to Friday / 8:00 a.m. to 5:00 p.m. (No Noon Break)

**Who may avail of the service:**

1. Incoming first year students
2. Returnees
3. Transferees

HOW TO AVAIL THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal Circumstances)	Person in Charge	Fees	Form
1.	Submit self for Physical Examination	Ask the client to log in the record book	1 min.	Nurse	none	Record Book & Daily Treatment Record
		Give patient's card and ask to fill up the personal information	5 mins.	Nurse	none	Patient's Card
		Check vital signs (BP, RR, PR, T)	10 mins.	Nurse	none	Patient's Card
2.	Presents Medical Requirements	Checks medical Requirements (laboratory results and medical certificate)	1 min.	Nurse	none	Patient's Card
		Interview the client for his health history and present illnesses	5 mins.	Nurse	none	Patient's Card
3.	Submit self for medical examination	Refers patient to the Medical Officer for evaluation (Main Campus only)	5 mins.	MO III	none	Patient's Card
		4. Sign Enrolment Form	1 min.	MO III / Nurse	none	Enrolment Form
<b>End of Transaction</b>						

Name of Service: **2. Consultation**

**Schedule of availability of service:**

Monday to Friday / 8:00 a.m. to 5:00 p.m. (No Noon Break)

**Who may avail of the service:**

1. All students
2. All Personnel

**What are the requirements:**

None

HOW TO AVAIL THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1.	Submit self for consultation	1. Greet the client and ask him to log in the record book and allow patient to sit comfortably while retrieving patient's card	2 mins.	Nurse	none	Daily Treatment Record / Patient Card and logbook
		2. Do the assessment (vital signs)	10 mins.	Nurse	none	Patient's Card
		3. Take history of present illness and record in the patient's card	5 mins.	Nurse	none	Patient's Card
2.	Presents chief complaints	4. Assess the client's illness and makes preliminary treatment accordingly	5 mins.	Nurse	none	Patient's Card
		5. Refer client to the medical officer (Main Campus Only)	1 min.	MO III	none	
3.	Submit self for medical evaluation	6. Give medical treatment / health management accordingly (referrals, teachings, etc.)	5 mins.	MO III	none	Patient's Card
		<b>End of Transaction</b>				

Name of Service: **3. Dental Services**

**Schedule of availability of service:**

Monday to Friday / 8:00 a.m. to 5:00 p.m. (No Noon Break)

**Who may avail of the service:**

1. All students
2. All Personnel

**What are the requirements:**

None

HOW TO AVAIL THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1.	Submit self for consultation	1. Greet the client and ask him to log in the record book and allow patient to sit comfortably while retrieving patient's card	2 mins.	Nurse	none	Daily Treatment Record / Patient Card and logbook
		2. Do the assessment (vital signs)	10 mins.	Nurse	none	Patient's Card
		3. Take history of present illness and record in the patient's card	5 mins.	Nurse	none	Patient's Card
2.	Presents chief complaints	4. Assess the client's illness and makes preliminary treatment accordingly	5 mins.	Nurse	none	Patient's Card
		<b>End of Transaction</b>				