

ISSUANCE OF MEDICAL-DENTAL CERTIFICATE

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Accomplish the request form and submit to the nurse on duty	Assess the client and verify / validate the requiremetns	2 minutes	Nurse / Physician and Dentist	None	Request Form
2	Proceed to the consultation area.	Interview and examine the client	5 minutes	Physician / Dentist	None	None
		Provide medical Diagnosis.				
		Provide medical / dental treatment if needed				
		Issue Medical Certificate				
3	Proceed to the nurse and record in the BuSU Enrollment System	Carry out doctor / dentist orders.	3 minutes	Nurse	None	None

END OF TRANSACTION (TOTAL = 10 Minutes)