

## PROCEDURES FOR PRE-ENROLMENT PHYSICAL EXAMINATION

The Office of the University Registrar requires incoming freshmen and all other new students (post-graduate students, transferees, cross-registrants, etc.) to secure a **medical clearance** from the **University Health Service (UHS)** prior to enrolment. This certificate is issued after the student has undergone a **complete physical-medical and dental examination either at the UHS or any reputable hospital/clinic of choice**. The steps to follow are:

### A. For Physical-Medical Examination at the University Health Service

1. The schedule of physical examination for 1<sup>st</sup> semester school year 2017-2018 is from March 1 to June 30, 2017, Mondays thru Fridays except holidays, 8:00am-11:30am and 1:00pm-4:30 pm. Freshmen and other students may report to the UHS for their physical examination as soon as they receive their NOTICE OF ADMISSION into UP Diliman.
2. Students must present the following documents at the UHS Public Health Unit Office:
  - a. **Notice of Admission**
  - b. **Consent** for Physical Examination duly signed by parent or legal guardian if the student is less than 18 years old, or by the student if he/she is already 18 years of age or older. **NO CONSENT, NO EXAMINATION.**
  - c. **UPHS Form No. 2** – duly accomplished with a 2 x 2 or passport-size ID photo attached.
  - d. **UPHS Form No. 2C**  
(The UPHS forms and Consent for Physical Examination are all enclosed with the Notice of Admission and can also be downloaded at [www.upd.edu.ph](http://www.upd.edu.ph).)
  - e. For all students 19 years old and below, GAPS (Guidelines for Adolescent Preventive Services) form personally accomplished by the enrollee, unaided by the parent or guardian. The form will be issued at the frontline desk during the physical examination period.
  - f. Students have the option to undergo their chest X-ray examination at the UHS for free, but must give a lead time of two to three working days to get the official result (reading). Alternatively, they may also have their Chest X-ray done at other reputable hospitals/facilities before undergoing the physical examination proper at the UHS. Chest X-ray done outside the UHS must not be more than 6 months old, and the student must bring the X-ray film or CD and the original copy of the official reading plus 2 photocopies thereof.
3. After presenting the above documents, you will be directed to any of the following areas:
  - a. **X-ray Section** - Students (male and female) who will opt to undergo chest X-ray at the UHS are advised to wear T-shirts without buttons or zippers. **Results may be claimed after two (2) working days from the X-ray Section.**
  - b. **Public Health Unit** – for height, weight, BP measurement, temperature, visual acuity testing, and BMI determination.
  - c. **Dental Section**

- d. **Triage** – for assignment to a same-sex physician who will perform the final physical examination.
4. After completing all the stages of the physical exam (3a to d above), submit the accomplished forms and chest X-ray results to the Public Health Unit to claim your medical certificate.

**NOTE:** Do not submit unfinished forms. Keep the unfinished forms with you until you have completed Steps 3a to d above.

**B. For Physical-Medical Examination in facilities other than the UHS**

1. Have a chest X-ray at any hospital or diagnostic center of your choice.
2. Undergo your medical and dental examination and ask your attending physician and dentist to fully accomplish and sign your Form 2C. The physician must indicate whether the student is physically fit or unfit for schooling, and he/she must also affix his/her signature over printed name, license number, and date in the appropriate spaces. Forms without such information will be considered invalid.
3. Present at the Public Health Unit the following documents:
  - a. **Notice of Admission**
  - b. **Chest X-ray film or CD not older than 6 months and the original copy of the official reading plus two photocopies thereof.**
  - c. Duly accomplished **UPHS Forms No. 2 and No. 2c**
  - d. For all students 19 years old and below, GAPS (Guidelines for Adolescent Preventive Services) form personally accomplished by the enrollee unaided by the parent or guardian. The form will be issued by the Public Health Unit during the physical examination period.

**IMPORTANT REMINDERS:**

1. **Bring your own blue or black ball pen.**
2. **Students who will undergo their physical examination at the UHS are advised to wear footwear that can easily be slipped on and off when their height and weight are to be taken.**

Prepared by:

Committee on Pre-enrolment Physical Examination  
January 25, 2017

Noted and approved by:

Dr. Jesusa T. Catabui  
Acting Director, UHS