

## PROCEDURES FOR PRE-ENROLMENT HEALTH ASSESSMENT (PEHA)

The **Office of the University Registrar (OUR)** requires incoming freshmen to secure a **medical certificate (MC)** from the **UP Health Service (UPHS)** prior to enrolment. This certificate is issued, after the student has undergone a **complete medical and dental examination, either at the UPHS or any government health facility of choice**. The steps to follow are:

### A. For Health Assessment at the UP Health Service

1. The schedule of health assessment for 1<sup>st</sup> semester AY 2019-2020 is from April 1 to July 31, 2019, Mondays thru Fridays except holidays, 8:00am-10:30am and 1:00pm-3:30 pm.

Transferees and students for readmission should come on the months of April and May, while incoming undergraduate (freshmen) and graduate students may report to the UPHS on their **scheduled date and time** for the health assessment, from May 1 to July 31, 2019. The UPHS appointment will come with their NOTICE OF ADMISSION into UP Diliman.

2. Students must have the following documents when they come at the UPHS (Records section or Conference room), for commencement of the PEHA:

- a. **Notice of Admission**

- b. **Data Privacy Consent Form**; duly signed by parent or legal guardian, if the student is less than 18 years old, or by the student himself/herself if he/she is already 18 years of age or older. This document comes with the UPHS Data Privacy Policy for the perusal of the parent/legal guardian or student prior to signing.

- c. **UPHS Form No. 2** – duly accomplished with a 2 x 2 or passport-size ID photo attached. A disclosure and consent statement is written at the end part of the form and needs to be signed by the student, who is of legal age, or by the student and parent/legal guardian (if the student is below 18 years of age).

- d. **UPHS Form No. 2C**

- e. **UPHS Dental Form**

(The UPHS forms and consents mentioned – a to e, are all enclosed with the Notice of Admission and can also be downloaded at [www.upd.edu.ph](http://www.upd.edu.ph).)

- f. **HEADSS form** personally accomplished by the enrollee, **unaided by the parent or guardian**. This form will be issued at the frontline desk during the physical examination period.

- g. Students have the option to undergo their chest x-ray examination at the UPHS 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 UPHS.

Chest x-ray done outside the UPHS 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 with official receipt, plus 2 photocopies** thereof.

After presenting the above documents, the student will be directed to any of the following areas:

- I. **X-ray Section** - Students (male and female), who will opt to undergo chest x-ray at the UPHS, are advised to wear T-shirts without buttons or zippers and underwear without metal wires.
  - II. **Public Health Unit (PHU)** – for height, weight, BP measurement, temperature, visual acuity testing, and BMI determination.
  - III. **Dental Section** – for oral health assessment.
  - IV. **Triage** – for assignment to a physician, who will perform the medical examination.
3. After completing all the stages of the PEHA (I-IV above), the accomplished forms and chest x-ray results will be submitted to the PHU for claiming of the medical certificate.

**NOTE:** Please make sure that ALL the forms are COMPLETELY FILLED OUT to avoid unnecessary delay or inconvenience. Unfinished or incomplete forms will not be accepted for MC issuance.

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

1. Have a chest X-ray at any hospital or diagnostic center of your choice.
2. Undergo your medical and dental examination, and ask the government physician and dentist to fully accomplish and sign your Form 2C. The physician must state whether there is **no absolute contraindication** for the student to pursue further studies or he/she is **unfit for enrolment**, this may be done by affixing his/her signature over printed name, license number, and date in the appropriate spaces. Forms without such information will be considered invalid.
3. Students must have the following documents when they come at the UPHS (Records section or Conference room), for completion of the PEHA
  - a. **Notice of Admission**
  - b. **Data Privacy Consent Form**; duly signed by parent or legal guardian, if the student is less than 18 years old, or by the student himself/herself if he/she is already 18 years of age or older. This document comes with the UPHS Data Privacy Policy for the perusal of the parent/legal guardian or student prior to signing.
  - c. **Chest X-ray film or CD not older than 6 months, and the original copy of the official reading and receipt, plus two photocopies thereof.**
  - d. Duly accomplished **UPHS Forms No. 2 and No. 2c, Dental Form**
  - e. **HEEADSS form** personally accomplished by the enrollee, unaided by the parent or guardian. This form will be issued at the frontline desk during the physical examination period.
4. After presenting the above documents, the student will be directed to the triage for decking to a physician, who will evaluate the accomplished HEEADSS form and validate the UPHS forms 2 and 2c, prior to MC issuance at the PHU.

**IMPORTANT REMINDERS:**

1. Students with pre-existing conditions prior to enrolment **must secure a medical certificate from their attending physicians, indicating that “THERE IS NO ABSOLUTE CONTRAINDICATION” to pursue studies.** The said certificate should not be dated more than 3 months, prior to enrolment.
2. The schedules for pre-enrolment will be strictly observed. **The medical clearance process (up to securing the MC) will take at least 3 working days, if done at the UPHS (or may be shorter when the first steps are done in other government facilities before going to the UPHS).** Accomplishing the PEHA on the designated dates, as soon as possible, will provide allowances in instances that may delay the issuance of a medical clearance; those instances being:
  - when referral to a medical specialist is necessary in addressing an unmanaged condition
  - when medical treatment needs to be completed for a specific number of days, before a student may be declared non-infectious
3. Students who will undergo their physical examination at the UPHS are advised to wear clothes and footwear that can easily be slipped on and off, when their height and weight are to be taken.
4. For any clarifications or inquiries, please contact the **UPHS at 9818500 loc. 2702 or email: up.healthservice@gmail.com.**