

1. **ALL students will be required to register/ get a PGH case number/ blue card number by filling up the google form below .Your case number will be sent to the email address you registered. Make sure that information provided in the google form are correct https://docs.google.com/forms/d/e/1FAIpQLSd3ucVV8F6EoMy07kup0XAIY_Yn-WayyT9VVIFjZL78VZhDcEO/alreadyresponded?vc=0&c=0&w=1&flr=0**
2. Case number/ Blue Card Number is REQUIRED for setting an appointment with Health Service.
3. For Health Service appointment please text SMART **0961 7321764** from **7:00 am – 2:00 pm Monday to Friday excluding Holidays one week before the scheduled APE of each College**. Students will receive a text response /confirmation within 48 hours. Please avoid sending multiple text messages within the day. *If no reply was received within 48 hours, kindly follow-up/ repeat the text message on the next working day. Do not send text messages regarding PHEX during weekends/ holidays.*

NOTE: Appointments should be done on all consultations. WALK-IN for APE is highly discouraged

Text message to HS should include the following data:

- a. Complete name including middle name (Last Name, First Name Middle Name)
- b. Email (UP email preferred)
- c. College
- d. YL
- e. Case number*
- f. Indicate if APE is for validation (if done outside) or will need F2F physical examination c/o Health Service

** For students who forgot their case number, please indicate in text that the case number cannot be remembered but the student must be sure that they have registered in the google form.*

4. Email UPHS hs.uppgh@up.edu.ph with title **PHEX_College_Family Name** (e.g. PHEX_CM_DelaCruz) for validation. **This is applicable to students who had their physical exam done by another physician (non-UPHS) and must be done ONLY when schedule is confirmed. Documents should be sent before the scheduled appointment.** Indicate

your Case Number, Full Name, College and Year Level in the email with the following attachments.

NOTE: Please advise student to email only once and use only one thread when emailing. The student can follow up their appointment if they did not receive any notice from Health Service after one week.

- a. Accomplished official UP Health Service Periodic Health Exam form (must be signed by the attending physician and should have been done within the past 2 months)
- b. Chest x-ray result (must be within 6 months)
- c. Anti-HBs, HbsAg result* (must be within 1 year)
- d. VDRL/ RPR result** (must be within 1 year)
- e. Varicella IgG result** (must be within 1 year)
- f. HICU clearance ** (must be within 1 year)
- g. COVID vaccination card
- h. Hepatitis B vaccination (for those with nonreactive HbsAg and Anti-Hbs)

** For LU3 to LU7 students of CM, PGIs and undergraduate students of CD, CN, CP, CAMP, and CPH only.*

*** For LU5, LU6 and LU7 students of CM and PGIs only. Requirements for HICU clearance may be submitted to pgh.hicu@gmail.com*

5. Students can have their physical examination done by any medical practitioner (**use official Periodic Health Exam form**) and their tests done outside PGH. If physical exam in PGH is opted by student please text SMART **0961 7321764** from 7:00 am – 2:00 pm Monday-Friday excluding Holidays for appointment.

Students , who would want to avail of free chest x-ray and discounted rates for other lab exams, need to text Health Service 0961 7321764 during office hours for a scheduled appointment (Lab requests need to be encoded first in RADISH) Bring hard copy of the lab request (issued by HS) on the scheduled date

6. UPHS will notify student once cleared. List of students cleared by HS for enrollment will be submitted/ shared directly to the respective colleges for real time updates. Hard copies will only be issued if requested by professors. No soft copies will be sent to students.
7. The HS clearance is a requirement for F2F classes.

