



**Approved**  
Campus Services Council  
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**Title of Policy** : Guidelines on Requesting Medical Certificate  
**Classification** : Administration and Operations  
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**1. Purpose:**

A Medical Certificate (MC) at DLSU is issued to a member or to a third party for a variety of reasons, including attestation of a member's illness, fitness to join an activity, or of a member's recovery from a medical condition. To ensure that the Health Services Office (HSO) supports the members of the community of such requests, HSO shall issue a medical certificate that shall be governed by guidelines written below.

**2. Scope:**

The guideline shall apply to all current members of the Lasallian community at all DLSU campuses.

**3. Definitions:**

**Medical Certificate** - is a written statement from a DLSU physician or dentist who attests to the result of a medical or dental examination of a patient. It serves as a written proof of a patient's health condition.

**Member** – may be a student, faculty or a contractual person

**4. Policy Statement:**

**4.1. Guidelines**

4.1.1. Eligibility

- 4.1.1.1 A Medical Certificate shall be issued to students, employees and contractual members of DLSU, free of charge.

#### 4.1.2. Valid Purposes

4.1.2.1 The valid reasons for issuing an MC shall include,

- a. Certification of a member's illness
- b. Certification of a member's fitness to join an activity

4.1.2.2. An MC shall be issued only to certify fitness of members to join activities that are authorized by the University, including,

- a. Intra-campus activities
- b. Inter-campus activities
- c. International activities
- d. Off-campus activities endorsed by the University

4.1.2.3. An MC shall only be submitted to DLSU offices or to external offices in cases of inter-campus and other external activities sanctioned by the University.

4.1.2.4. A Medical Certificate issued by the University Clinic shall not be used for the following purposes:

- a. medico-legal
- b. personal life insurance
- c. Visa-related

#### 4.1.3. Basis

4.1.3.1 HSO shall establish the contents of the MC on the member's available medical record in the University Clinic. These shall comprise of illnesses or injuries observed by the University Physician, or reported by the patient as active medical state at the time of consultation.

4.1.3.2. An MC shall not be provided where the University Physician has insufficient evidence. Certification of patient's fitness to join an activity shall be based on the following:

- a. Periodic Health Examination (PHEx) done one academic year prior to the date that the certificate is being requested.
- b. Medical certificate previous submitted to and validated by the University Clinic

4.1.3.3. A member who shall request an MC to join a particular activity, and such activity may pose risk to his/her well-being, shall present clearance from a non-DLSU physician who is knowledgeable of the member's medical or psychological condition. In the absence of a regular personal attending physician, the clearance shall be issued by a medical specialist.

#### 4.1.4. Lead Time Schedule

4.1.4.1. HSO shall require lead time to process the MC as follows:

Number of Persons that Need Certificate	Lead Time (Working Days)
1 - 5	1
6 - 15	2
16 – 50	3
51 - 100	4
101 - 200	5
201 - 500	7
500 and above	10

#### 4.2. Procedures

- 4.2.1. Download and fill-out the Medical Certificate Request Form, through the link, <https://www.dlsu.edu.ph/wp-content/uploads/doc/hso/medical-certificate-request-form.doc>
- 4.2.2. Submit the hard copy to the University Clinic at Ground Floor of Br. Connon Hall. A soft copy in Word Format shall be sent to [clinic@dlsu.edu.ph](mailto:clinic@dlsu.edu.ph). Be guided by the lead time schedule.
- 4.2.3. Single MC shall be released only to the patient. In case of request for multiple medical certificates, MCs shall be released only to the person in-charge identified in the Medical Certificate Request Form.

#### 5. Special Situations:

#### 6. Responsibilities:

- 6.1 The person in-charge of request for multiple numbers of MCs shall insure that all persons listed in the request have consented that their medical data may be released to a third party, in concurrence with the Data Privacy Act.
- 6.2 To ensure that the MC shall be used for University-sanctioned activities only, request to issue MC for external activities shall be endorsed by any of the following:
  - a. faculty adviser
  - b. head of office
  - c. immediate superior
- 6.3 A member in need of an MC or the person in-charge of request of multiple MCs shall get the MCs from the University Clinic. HSO personnel shall release the MCs only to the member or to the designated person in-charge.

**Appendices:**

**Procedures:**

**Instructions/Forms:**

**Standards:**

**Parent Policy:**

**Related Policies:**

**Related Information:**

**References:**

AMA Guidelines on Medical Certificates 2011. Revised 2016, <https://ama.com.au/position-statement/ama-guidelines-medical-certificates-2011-revised-2016>

**History:**