MEDICAL AND SCIENTIFIC ATHLETES SERVICE

Medical Assistance
Schedule of Availability of Service:
Day: Monday to Friday
Time: 8:00am to 5:00pm (no noon breaks)

Who May Avail:
Athletes, coaches and employees.

What are the requirements:
List of National Athletes endorsed by NSA President/Secretary General with the approval of Executive Director.
List of National athletes and coaches endorsed by the NSAAO PSC

Duration: 10 – 15 minutes

How to avail the services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	National Athletes/ coaches/ Employees	Requirements: • Endorsement form their NSAs • Incident Report from Head Coach or Assistant Coach • Medical Abstract/ Medical Certificate from Hospital/Doctor. • Official Receipts Medical Abstract/ Medical Certificate will be validated by the MSAS Medical Unit.	10 to 15 minutes	MSAS In charge	None	MSAS Endorsement letter
2		All completed supporting documents and endorsement will be sent to the PSC Record section and registered with a bar code.	5 minutes	Msas in charge	none	MSAS Endorsement letter
		Make a photocopy of all the documents, record and file for documentation purposes.	5 minutes	Msas in charge	none	Photocopy
End of transaction						

MEDICAL AND SCIENTIFIC ATHLETES SERVICE
HEALTHCARE UNIT

Day: Monday to Friday
Time: 8:00am to 5:00pm (no noon breaks)

Who May Avail:
Athletes, coaches, employees, stakeholders

What are the requirements:
National Sports Athletes Affairs Office endorsement or ID.

Duration: 15 to 19 minutes

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Proceed to Nurse-Healthcare Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services	10 minutes	Nurse	None	PPPE forms
2	Proceed to Doctor for consultation (Family Medicine/ Orthopedic)	Doctor will examined and evaluate the athlete of coach	5 minutes	Doctor	None	PPPE Forms
		Doctor will prescribed medicines/ or give referrals.	5 minutes			Prescription form
3	Patient will return to the healthcare unit to record the prescribed medicines.	Nurse will give medicine and record for documentation	5 minutes	Nurse	none	Medical Census
End of transaction						

HEALTHCARE UNIT/ EMERGENCY TREATMENT

Schedule of Availability of Service:
Day: Monday to Friday
Time: 8:00am to 5:00pm (no noon breaks)

Who May Avail:
Athletes, coaches, employees, stakeholders

What are the requirements:
List of National Athletes with Accredited PSC ID
List of National athletes and coaches endorsed by the NSAAO PSC
List of PSC Employees (permanent/COS/JO)

Duration: 10 – 15 minutes

How to avail the services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Athlete/ Coach/ Employee/ Walk in Client of PSC	Initial assessment and evaluation from the healthcare unit	5 minutes	Nurse / Doctor	None	Medical form
		Doctor/ Nurse will provide emergency treatment.	5-10 minutes	Doctor	None	Medical form
		Nurse will make a chat and record it for documentation purpose.	5 minutes	Nurse	None	Medical form
		Transport ot the nearest hospital of patient choice.	5-10 minutes	nurse	None	Medical form
End of transaction						

SPORTS PHYSIOLOGY UNIT

Schedule of Availability of Service

Day: Monday to Friday

Time: 8:00AM to 5:00PM for COS Employees

12:00NN to 4:00PM for Ms. Josephine Joy B. Reyes, MPE

Who may avail:

Athletes, Coaches, Employees

What are the requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General

2. List of National Athletes and Coaches endorsed by the NSAAO of PSC

3. LGU's request to conduct lectures/ seminars, with the approval from the Office of the Executive Director

Duration: 1 hour for Fitness testing/ 3-4 Hours for Specific Sport

How to avail the services:

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Proceed to Nurse-Health Care Unit to secure PPPE forms and to get the medical records before undergoing consultation	Provide the athletes and coaches with medical forms and initial services (vital signs, medical history, vision and etc.)	1 minute	Nurse	None	PPPE Forms
2	National Athlete/ Coach LGUs	Monitor Physical Fitness Level (PPPE) Sports Specific	30 minutes 1-4 hours	Sports Physiologist and Staff	None	Physiological Assessment Forms
3		Lactate Testing for Specific Sports (water Sports, Endurance Event)	3-4 hours	Sports Physiologist and Staff	None	Physiological Assessment Forms
4		Encoding and analysis	1-4 hours depends on the athletes tested	Sports Physiologist and Staff	None	Handouts/ Materials
5		Conduct Evaluation session athletes/ coaches Presentation	1 hour	Sports Physiologist and Staff	None	Handouts/ Materials Powerpoint
END OF TRANSACTION						

PHILIPPINE SPORTS COMMISSION
MEDICAL AND SCIENTIFIC ATHLETES SERVICES

SPORTS NUTRITION UNIT

CITIZEN'S CHARTER

Schedule:

- Day: Monday to Friday
- Time: 8:00am to 5:00pm

Who may avail:

- National Athletes and Coaches

What are the requirements:

- Endorsement from NSA President/Secretary – General

How to avail of the services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Medical Unit to secure PPPE form and to get the medical record	Provide PPPE form and record vital signs, medical history, vision examination, etc.	5 minutes	Nurse	None	Medical Record PPPE Form
2	Proceed to Sports Nutrition Unit	Conduct Nutrition Assessment	10 minutes	Nutritionist	None	PPPE Nutrition Assessment Form
		Provide Nutrition Counseling	30 minutes	Nutritionist	None	PPPE Nutrition Assessment Form
3	Return to Medical Unit	File the PPPE form	1 minute	Nurse	None	Medical Census

PSC
SPORTS SCIENCE CENTER
RECEIVED BY: LOLIT
DATE: Dec. 18, 2018
TIME: 10:29 a.m.

Sports Psychology Unit

Schedule:
Day: Monday to Friday
Time: 8:00 am – 5:00 pm

Who May Avail:
National Athletes and National Coaches

Requirements:
Endorsement from NSA President/ Secretary General

Pre-Participation Physical Exam (PPPE)

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceeds to the Healthcare Unit to secure PPPE Forms and to get the medical records	Provides PPPE Forms and record vital signs, medical history, vision, etc.	5 minutes	Nurse	None	PPPE Forms
2	Proceeds to Sports Psychology Unit	Conducts Profiling and Psychological Assessment	30-45 minutes	Psychometrician	None	SPU Data Sheet, Battery of Psychological Tests
3	Returns to Healthcare Unit	Files forms	1 minute	Nurse	None	Medical Census

PSC
SPO[illegible] CENTER
REC[illegible] Lolit
DAT[illegible] December 18, 2018
TIME[illegible] 1:30 p.m

Other Psychological Services

Schedule:

Day: Monday to Friday
Time: 8:00 am – 5:00 pm

Who May Avail:

National Athletes and National Coaches

Requirements:

Endorsement from NSA President/ Secretary General

Psychological Sessions (Individual and Group)

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceeds to the Sports Psychology Unit	Conducts Intake Interview	15 minutes	Psychometrician	None	Intake Interview Form
2	Proceeds to Sports Psychology Unit	Conducts Comprehensive Psychological Assessment/Evaluation	30-45 minutes	Psychometrician	None	Battery of Psychological Tests
3	Proceeds to Sports Psychology Unit	Conducts Psychological Sessions (Counseling, Lecture, etc.)	30-45 minutes	Psychologist	None	Progress Notes
4	Proceeds to Sports Psychology Unit	Provides Psychological Report	3 minutes	Psychometrician	None	Psychological Report

Medical & Scientific Athletes Services
DENTAL UNIT CITIZEN'S CHARTER

Schedule:

Day: Monday-Wednesday-Friday

Time: 1:30pm to 5:00pm

Who may avail:

1. National Athletes & Coaches

What are the requirements:

1. Endorsement from the NSA President/Secretary-general

Duration: 1 hour and 21 minutes

How to avail of the services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Proceeds to Health Care Unit to secure pppe forms and to get the medical records	Provide PPPE forms and record vital signs, medical history, vision, etc	5 minutes	Nurse	None	PPPE Form
2	Proceeds to Dental Unit	Conducts dental consultation and examination	30 minutes	Dentist	None	Dental assessment form
		Performs dental procedures (simple tooth extraction and oral prophylaxis)	45 minutes	Dentist	None	Dental form
3	Returns to Health Care Unit	Files forms	1 minute	Nurse	None	Medical census
End of transaction						

Dr. Shirley J. Ingaran
Head – Medical Unit
Medical & Scientific Athletes Services

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RECEIVED BY: [illegible]
DATE: December 18, 2018
TIME: 2:19 p.m.

Medical and Scientific Athletes Services
SPORTS MASSAGE UNIT

Schedule of Availability of Service
Day: Monday to Saturday
Time : Monday to Friday (8:00 am to 10:00pm)
Saturday (8:00am to 5:00pm)

Who may avail:
athletes, Coaches, Employees

What are the requirments?
1. List of National Athletes endorsed by NSA President / Secretary General
2. List of National Athletes endorsed by NSAAO OF PSC
3. PSC Employees

Duration: **30 to 45 minutes**

How to avail the services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Proceed to Nurse - Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the Athletes and coaches with medicsl forms and initial services	5 minutes	NURSE	None	PPPE forms and Chart
2	National Athletes/National Coach and PSC employees	Conduct massage to athletes and coaches Whole Body Massage and Half Body Massage with Stretching	30-45 minutes	Sports Massage Therapist	None	Massage Census Form
		Myofacial Release / Kneading Hard Massage (Nodules)	10 minutes			
3		Record and File for documentation	5 minutes	Sports Massage Therapist	None	Massage Census Form
END OF TRANSACTION						

Prepared by:

ANALOU PAMON

Submitted by:

JOSEFINO HIZON

Sports Rehabilitation Unit

Schedule:

Day:	Monday to Friday	Saturday
Time:	8:00 am to 10:00 pm	8:00 am to 5:00 pm

Who may avail:

1. National Athletes and Coaches
2. PSC Employees

What are the Requirements:

1. Endorsement from NSA President/Secretary-General
2. Letter of request to avail services

Duration: 70 mins

How to Avail Services:

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Health Care Unit to secure related forms or medical record.	Provide related forms and record vital signs, medical history, vision, etc.	5 mins	Nurse	None	Related form or medical record
2	Proceed to the Sports Rehabilitation Unit	**Service 1: PPPE** Evaluated patients on a sport-specific, injury-specific and gross muscular test	5 to 10 mins	Physical Therapist	None	PPPE Form
		Service 2: Injury Rehabilitation > Assess and evaluate injured athlete/coach and employee > Application of Treatment procedures for rehabilitation 1. Therapeutic Exercises 2. Modalities 3. Manual Therapy 4. Dry Needling 5. Various Athletic Taping Techniques	1 hour	Physical Therapist	None	> PT Progress Note > Medical Record
3	Returns to Health Care Unit	Record and file for documentation	5 mins	Physical Therapist	None	> PT Progress Note > Medical Record

PSC SPORTS SCIENCE CENTER
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DATE: December 18, 2018
TIME: 4:02 p.m.

STRENGTH AND CONDITIONING UNIT

SCHEDULE OF AVAILABILITY OF SERVICES
8AM – 5PM
Mondays – Fridays

WHO MAY AVAIL:
National Athletes
Coaches
Employees

LIST OF REQUIREMENTS
1. NSA Endorsement
2. NSAAO Endorsed list of Athletes and Coaches from the PSC
3. LGU request for seminar/lecture/assistance approved by the Office of the Executive Director

DURATION:
1 Hour for Fitness Testing
1 – 2 Hours for Specific Sports

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TIME:

HOW TO AVAIL THE SERVICES

Step	Applicant/ Client	Service Provided	Duration	Person in Charge	Fees	Forms
1	National Athlete/ Coach	• Secure PPE Forms and Medical Records • Initial Screening • Initial Medical Form	5 minutes	Nurse	NONE	PPPE Forms
2		• Consultation	30 min – 1 hour	Strength and Conditioning Staff		Strength and Conditioning Form
		• Conduct Movement Competency Screening	1 – 2 hours			
		• Conduct Science Based Strength and Conditioning Programs	1 – 2 hours			
		• Conduct and Design Return to Play programs for Injured Athletes in coordination with the Sports Rehab Department	30 min– 1 hour			
3		• Record and File Documentation	5 minutes			Record Book
END OF TRANSACTION						

PHI-NADO: DOPING TESTING

Who may avail:
National athletes, NSAs and International Federations who will complete the requirement.

What are the requirements:

1. Request letter from NSA or International Federation (addressed to the PSC Chairman) requesting for doping testing.
   NOTE: Request letter must be sent to MSAS office TWO MONTHS PRIOR TO THE EVENT requiring doping testing.

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Request for assistance for doping testing in event	Office of the Chairman receives letter and forwards to PHI-NADO	2 months before the event	Office of the Chairman	None	Request letter
2	Request for assistance for doping testing in event, Bereg kits should be provided by event host.	PHI-NADO reviews letter, releases approval and discusses mechanics and requirements to the organizing committee. PHI-NADO forms doping testing staff for the event.	2 months before the event	PHI-NADO Head PHI-NADO staff	Upon agreement	Request letter
3	Present event venue and equipment to be used	Ocular inspection of event venue (ensuring the venue is fit for testing), checking of complete equipment for doping testing.	1 week before the event	PHI-NADO Head	Upon agreement	Request letter

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DATE: Dec. 21, 2018
TIME: 12:44 noon

4	Coordinate with PHI-NADO Head	PHI-NADO conducts testing on selected athletes, provides mission order, encoding information in ADAMS website and tracking of results.	1 – 2 hours	PHI-NADO Head Doping Control Officer	Upon agreement	Doping Control Forms
5		PHI-NADO secures athletes' samples and sends it to WADA accredited laboratory.	1 day after event	PHI-NADO staff	Upon agreement	Doping Control Forms Courier service form

PHI-NADO: ANTI-DOPING EDUCATION

Who may avail:
National athletes, NSAs and International Federations who will complete the requirement.

What are the requirements:

1. Request letter from NSA or International Federation (addressed to the PSC Chairman) requesting for anti-doping education.

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Request for anti-doping education	Office of the Chairman receives letter and forwards to PHI-NADO	2 months before the event	Office of the Chairman	None	Request letter
2	Request for anti-doping education	PHI-NADO reviews letter, releases approval and constructs educational outline for seminar.	2 months before the event	PHI-NADO Head PHI-NADO staff Anti-doping Educators	Upon agreement	Request letter
3	Present event venue	Ocular inspection of event venue	1 week before the event	PHI-NADO Head	Upon agreement	Request letter

PHI-NADO: PRE-PARTICIPATION PHYSICAL EXAMINATION (PPPE)

Schedule
Day: Monday – Friday
Time: Monday, Wednesday, Friday – 9:00am – 11:00am
Tuesday, Thursday – 1:00pm – 3:00pm

Who may avail:
National athletes and coaches

What are the requirements:

1. National athlete endorsed by NSA President or Secretary General.

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Proceed to Medical Unit or PHI-NADO office	Provide PPPE Form for athlete to answer	5 - 10 minutes	PHI-NADO Consultant/ Nurse	None	PPPE Form
2	Present answered PPPE Form	Assess athlete's answers and educate athlete about anti-doping and doping processes.	20 minutes	PHI-NADO Consultant	None	PPPE Form
3	Inquire about supplements and medication	Provide approval if identified supplement/medication is safe or not.	10 minutes	PHI-NADO Consultant	None	None

PHI-NADO: ISSUANCE OF THERAPEUTIC USE EXEMPTION (TUE)

Who may avail:

National athletes participating in national and international competitions.

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Fill-up the TUE application form	Receives application form	No more than 2 days	TUE Head	None	TUE application form
2		Forward form to the TUE Committee				
3		TUEC may request for additional information or diagnostic studies				
4		IF documents are completed and decision-rendered.				

Noted by:

Dr. Alejandro Pineda Jr.
Head, PHI-NADO