

WORKING FLOW CHART

RECEPTION AREA

1. SUBMISSION OF COMPLETE REQUIREMENTS

2. FILLING-OUT OF FORMS

CLICK BELOW TO DOWNLOAD FORMS

- [NHSBI FORM \(all applicants\)](#)
- [HIV CONSENT FORM CANADA APPLICANTS \(for 15 years old and above only\)](#)
- [HIV CONSENT FORM AUSTRALIA AND NEW ZEALAND APPLICANTS \(for 15 years old and above only\)](#)
- [DOH EB FORM A \(for applicants 15 years old and above only\)](#)

WAITING AREA (1st Floor)

PATIENT DATA ENCODING (PRE-EXAM)

- PICTURE TAKING
- GENERATE CONSENT
- SCAN DOCUMENTS

CASHIER

- PAYMENT OF FEES

LABORATORY

- For blood/urine exam
for 5 years old & above

X-RAY DEPARTMENT

- For 11 years old
and above

WAITING AREA (2nd Floor)

VITAL SIGNS

- Height & Weight
- Visual Acuity

MEDICAL EXAMINATION

- All applicants may need to take off all of your clothes but **please keep your underwear on**

WAITING/EXIT AREA (2nd Floor Extension)

- Check completeness of Medical report form
- Check for any recommendations/additional tests
- Instruction are given (if any)
- Surrender Issued numbers