
 <p>The logo features a green caduceus (a staff with two snakes) surrounded by a laurel wreath. Above it is the acronym 'HITEC' and below it is the full name 'Institute of Medical Sciences Taxila'.</p>	HITEC-Institute of Medical Sciences		
	SOP for Medical Treatment of Students		
	DOCUMENT #: SA-SOP-24	ISSUE # 01	ISSUE DATE: 01-12-2020

Standard Operating Procedure for Medical Treatment of Students

	HITEC-Institute of Medical Sciences	
	SOP for Medical Treatment of Students	
	DOCUMENT #: SA-SOP-24	ISSUE # 01

1.0 PURPOSE:

- 1.1 This SOP is formulated to streamline the procedure for medical treatment of Students.

2.0 SCOPE:

- 2.1 This procedure is applicable to Student Affairs Department and MBBS Students.

3.0 ABBREVIATIONS:

NUMS	National University of Medical Sciences
PM&DC	Pakistan Medical and Dental Council
HITEC-IMS	Heavy Industries Taxila Education City - Institute of Medical Sciences
HIT	Institute of Medical Sciences

4.0 RESPONSIBILITIES AND AUTHORITIES:

- 4.1 Principal
 4.2 HoD.
 4.3 Manager Student Affairs


5.0 PROCEDURE

- 5.1 HITEC-IMS students desirous of medical treatment shall obtain authority letter from Student Affairs Department and then shall visit HIT Hospital for treatment.

- 5.2 HITEC-IMS students are entitled at HIT Hospital as per the following details :-

5.2.1	Consultation by Specialist	-	No charges
5.2.2	Admission & Operation	-	Government Charges
5.2.3	Routine laboratory Tests & Radiology investigations	-	50% charges

- 5.3 The medicines prescribed by the specialist will be purchased by the patient himself.

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- 5.4 Any disposal (rest or class excuse) given will be intimated to respective department (in which student is working) under intimation to Student Affairs Department where a record of medical leave will be maintained.
- 5.5 The said SOP shall be implemented in true letter and spirit.

6.0. RELATED DOCUMENTATION

Sr. #	Document Name	Document Number	Retention Period