



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI



# Universiti Putra Malaysia

## SELAMAT DATANG/ WELCOME TO UNIVERSITI PUTRA MALAYSIA

DR. SUHYNA MOHAMAD SULAIMAN  
KETUA BAHAGIAN PESAKIT LUAR/ *OUTPATIENT DEPARTMENT*  
PUSAT KESIHATAN UNIVERSITI/ *UNIVERSITY HEALTH CENTRE*



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BERILMU BERBAKTI  
WITH KNOWLEDGE WE SERVE

**BLOK A**  
***BLOCK A***

**BAHAGIAN PESAKIT LUAR**

**BAHAGIAN FARMASI**

**BAHAGIAN KECEMASAN DAN  
RAWATAN**

**SEKSYEN PEMERIKSAAN  
KESIHATAN**

**BAHAGIAN KEJURURAWATAN**

**BAHAGIAN PENTADBIRAN DAN  
KEWANGAN**

**BLOK B**  
***BLOCK B***

**BAHAGIAN KESIHATAN  
PERGIGIAN**

**BAHAGIAN DIAGNOSTIK  
(MAKMAL & RADIOLOGI)**

**BAHAGIAN KESIHATAN AWAM**

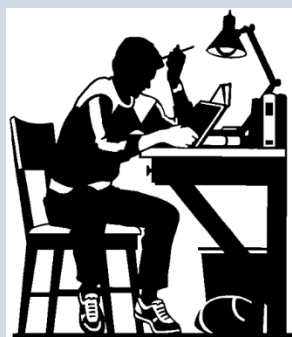
**BAHAGIAN KESIHATAN  
PEKERJAAN**

**BAHAGIAN PERUBATAN SUKAN**

# FUNGSI

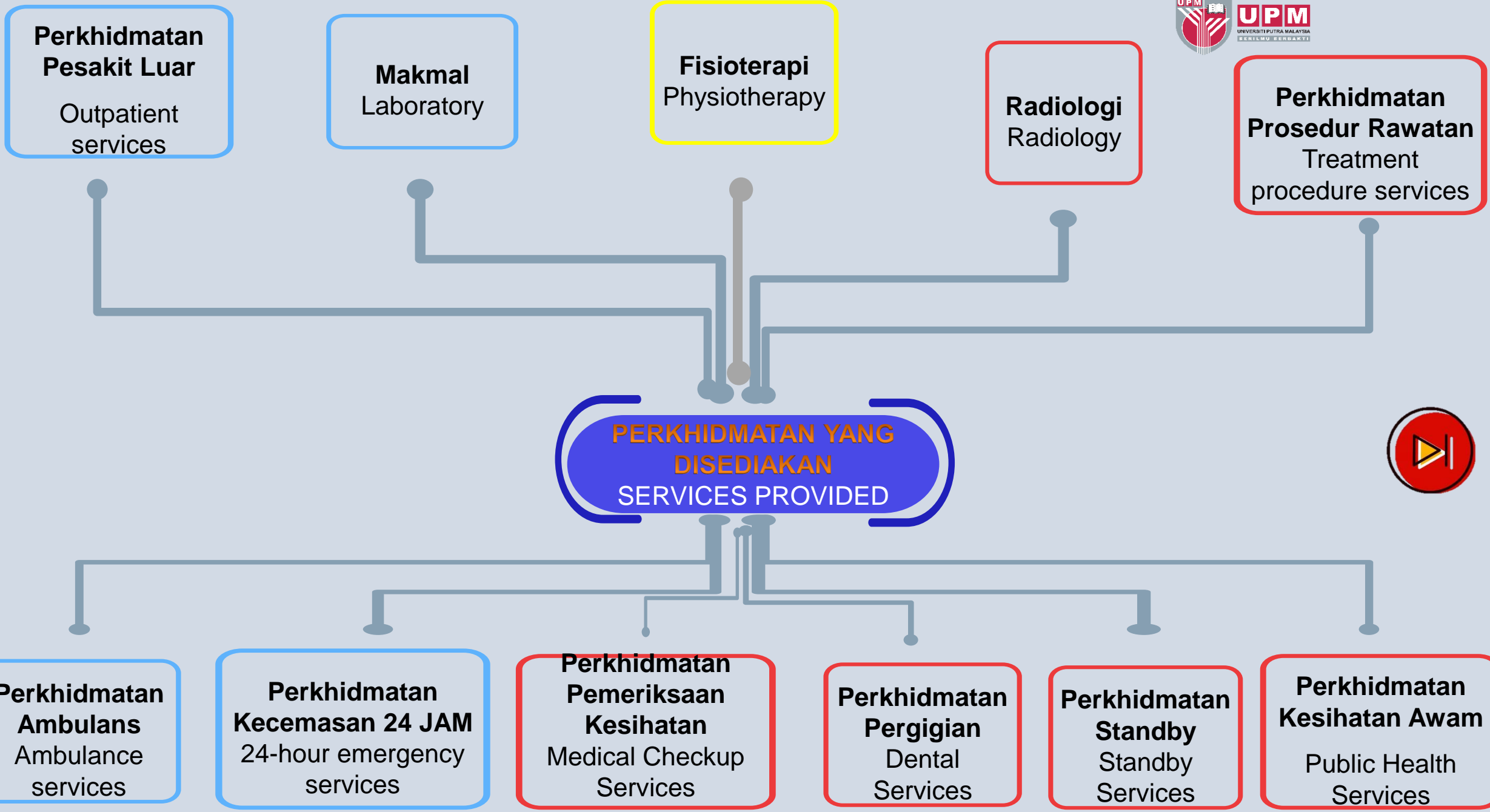
Functions

Memberi perkhidmatan  
**PERUBATAN dan PERGIGIAN**  
Provide MEDICAL and DENTAL services



memastikan status kesihatan mereka berada di dalam keadaan yang baik selaras dengan piawaian perubatan yang digunapakai ke arah meningkatkan kualiti hidup, masa tumpuan dan produktiviti pembelajaran, penyelidikan serta perkhidmatan.

to ensure their health status is in line with the medical standards adopted towards improving quality of life, focus time and productivity of learning, research and services.



**Perkhidmatan Pesakit Luar**

Outpatient services

**Makmal Laboratory**

**Fisioterapi Physiotherapy**

**Radiologi Radiology**

**Perkhidmatan Prosedur Rawatan Treatment procedure services**

**PERKHIDMATAN YANG DISEDIAKAN SERVICES PROVIDED**



**Perkhidmatan Ambulans Ambulance services**

**Perkhidmatan Kecemasan 24 JAM 24-hour emergency services**

**Perkhidmatan Pemeriksaan Kesihatan Medical Checkup Services**

**Perkhidmatan Pergigian Dental Services**

**Perkhidmatan Standby Standby Services**

**Perkhidmatan Kesihatan Awam Public Health Services**

## DOKUMEN YANG DIPERLUKAN REQUIRED DOCUMENTS



**Kad Matrik/PUTRA VID  
(bagi pelajar UPM)**  
Matric Card/PUTRA VID  
(for UPM students)



**Kad Staf UPM**  
UPM Card Staff



**Kad Pesara UPM**  
UPM Retirement Card

# PERKHIDMATAN PERUBATAN

Medical Services



# WAKTU OPERASI PERKHIDMATAN PERUBATAN

## Operation Hours Medical Services

HARI DAY	WAKTU OPERASI OPERATION HOUR
ISNIN-KHAMIS MONDAY-THURSDAY	8.00 AM-1.00 PM
	2.00 PM-5.00 PM
	5.00 PM-9.00 PM (BEROPERASI DIBAHAGIAN KECEMASAN) *BAGI KES ACUTE SAHAJA PENGAMBILAN UBAT KRONIK TIDAK DISEDIKAN
JUMAAT FRIDAY	8.00 AM-12.15 PM
	2.45 PM-5.00 PM
	5.00 PM-9.00 PM (BEROPERASI DIBAHAGIAN KECEMASAN) *BAGI KES ACUTE SAHAJA/ acute cases only PENGAMBILAN UBAT KRONIK TIDAK DISEDIKAN
SABTU, AHAD & CUTI UMUM SATURDAY, SUNDAY & PUBLIC HOLIDAY	8.00 PM-12.00 PM (BEROPERASI DIBAHAGIAN KECEMASAN) *BAGI KES ACUTE SAHAJA/ acute cases only PENGAMBILAN UBAT KRONIK TIDAK DISEDIKAN
KES-KES KECEMASAN EMERGENCY CASES	24 JAM   24 HOURS HUBUNGI TALIAN   CONTACT 03-97697332/7334

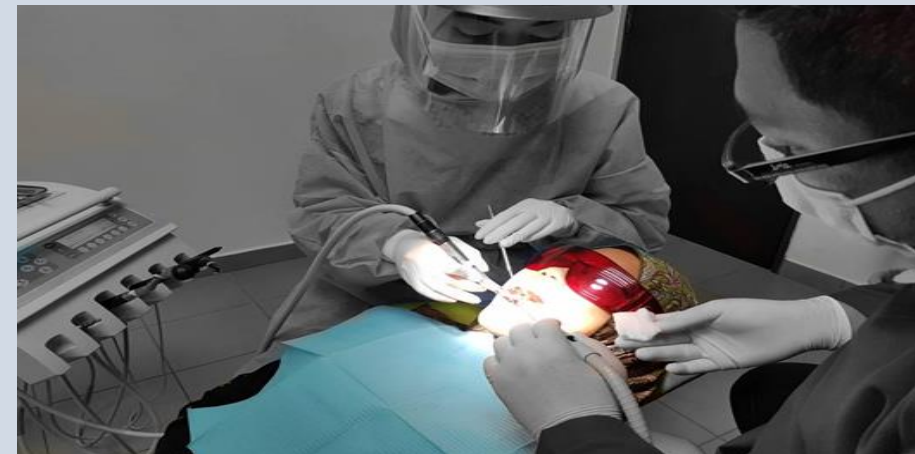
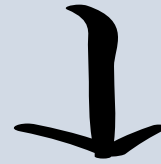
Sila ambil maklum kaunter pendaftaran akan ditutup 15 minit lebih awal kecuali bagi kes-kes kecemasan  
*Kindly be informed that registration counter will be closed 15 minutes earlier except for emergency cases*





# PERKHIDMATAN PERGIGIAN

Dental Services





# PERKHIDMATAN PERGIGIAN

## DENTAL SERVICES



Bagi perkhidmatan pergigian yang disediakan di PKU UPM, pelajar-pelajar dikenakan bayaran rawatan pada kadar minimum

For dental services provided at PKU UPM, students are charged treatment at a minimum rate

Antara perkhidmatan pergigian yang disediakan untuk warga kampus adalah seperti berikut:-

Among the dental services provided to campus residents are as follows:-



**Pencabutan Gigi**

Tooth Extraction



**Pembedahan Gigi**

**Bongsu**

Wisdom Tooth Surgery



**Rawatan Scalling**

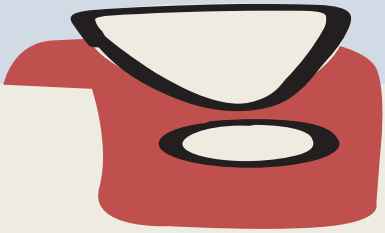
Scalling



**Tampalan Gigi**

Fillings





# WAKTU OPERASI PERKHIDMATAN PERGIGIAN

Operation Hours Dental Services



HARI / DAY	MASA / TIME
Isnin – Khamis / <i>Monday – Thursday</i>	8.00 am – 12.30 pm 2.00 pm – 4.30 pm
Jumaat / <i>Friday</i>	8.00 am – 12.00 pm 2.45 pm – 4.30 pm
Sabtu, Ahad & Cuti Umum / <i>Saturday , Sunday &amp; Public Holiday</i>	TUTUP/ <i>CLOSE</i>

\*kerja-kerja pembersihan dan disinfektan perlu dilakukan secara berkala diantara waktu perkhidmatan

\* cleaning and disinfectant work is required periodically between service hours

Rawatan Pergigian adalah secara temujanji **kecuali** bagi kes-kes kecemasan  
(cth: gusi bengkak & sakit)

Dental treatment is by appointment except for emergency cases (eg: swollen & sore gums)



**UPM**  
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**PUSAT KESIHATAN UNIVERSITI**  
**UNIVERSITY HEALTH CENTRE**  
قوسٹ كصیحتن اونیورسیتی

**Kepada semua pelanggan yang dihormati,**

**Untuk melancarkan lagi urusan yang berkaitan dengan temujanji rawatan pergigian, sukacita dimaklumkan, selain talian telefon (03-97697336) - kaunter pendaftaran pergigian), Bahagian Kesihatan Pergigian, PKU, UPM telah menambah saluran komunikasi yang boleh digunakan bagi sebarang pertanyaan yang berkaitan dengan temujanji pergigian di PKU, UPM.**

**Sila hubungi kami melalui:**

**email : [apptdent.pku@gmail.com](mailto:apptdent.pku@gmail.com)**

**WhatsApp : 011-36723460**



Imbas QR kod ini untuk pertanyaan berkaitan dengan temujanji pergigian



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# ETIKA PENAMPILAN PELAJAR



1. Setiap pelajar hendaklah berpakaian yang sesuai sebagai seorang pelajar Universiti dengan menunjukkan kekemasan, kerapian, keceriaan dan kesopanan dalam berpakaian.
2. Pelajar diwajibkan berpakaian **SOPAN** (baju kameja, T berkolar, berkasut, berseluar panjang, berskirt panjang di bawah lutut).
3. Pelajar tidak dibenarkan :-
 

* Berselipar	* Berskirt di atas lutut atau berseluar pendek
* Berbaju T tanpa kolar	* Berpurdah
* Berbaju tanpa lengan	* Berseluar jeans lusuh
* Berseluar / berskirt ketat	* Bertindik bagi lelaki dan keterlaluan bagi perempuan
4. Semasa berurusan rasmi atau berada di dewan kuliah pelajar tidak dibenarkan memakai topi atau bandana kecuali semasa aktiviti riadah.
5. Pelajar Lelaki tidak dibenarkan berpakaian menyerupai wanita dan sebaliknya.
6. Pelajar dilarang mempamerkan "Tattoo" di mana-mana tubuh anggota badan.
7. Semua pelajar **DIWAJIBKAN MEMAKAI KAD Matrik** semasa di dalam kampus. Kad matrik mestilah dipakai dan dipamerkan di bahagian hadapan paras dada.

## STUDENT APPEARANCE ETHICS

Each student must dress appropriately as a University student by showing neatness, neatness, cheerfulness and decency in dress

Students are required to dress decently (shirt, T -collar, shoes, long pants, long skirt below the knee)

Students are not allowed:-

- Slippers
- Collarless T
- shirt -Sleeveless shirt
- Tight pants/skirt
- Wear a skirt above the knee or shorts
- Purdah
- Wear ragged jeans
- Punning for men and extreme for women

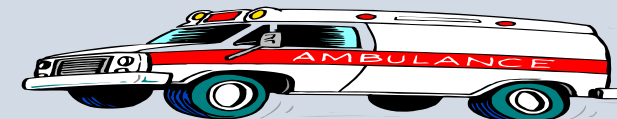
During official dealings or in the lecture hall, students are not allowed to wear hats or bandanas except during leisure activities

Male students are not allowed to dress to resemble women and vice versa

Students are prohibited from displaying "Tattoos" on any limb

All students are **REQUIRED** to **WEAR** a **MATRIX CARD** while on campus. The matrix card must be worn and displayed on the front of chest level







**Individu Yang Tidak  
Terkawal Atau Agresif**  
Uncontrolled Or  
Aggressive Individuals

**Termakan Ubat  
Berlebihan**

Overdose of medicine

**Bendasing Dalam  
Mata Dan Telinga**

Foreign Body in  
the Eyes and Ears

**Tercekik**  
Choking

**KES-KES  
KECEMASAN**  
Emergency Case

**Kejutian Elektrik**  
Electric shock

**Penglihatan Hilang  
Tiba-tiba**  
Sudden Loss of Vision

**Sakit Mata  
Yang Teruk**  
Severe Eye Pain

**Muntah-Muntah  
Yang Teruk**  
Excessive vomiting



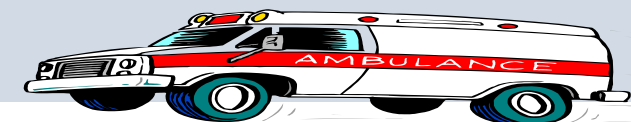


# HOTLINE KECEMASAN

## Emergency Hotline

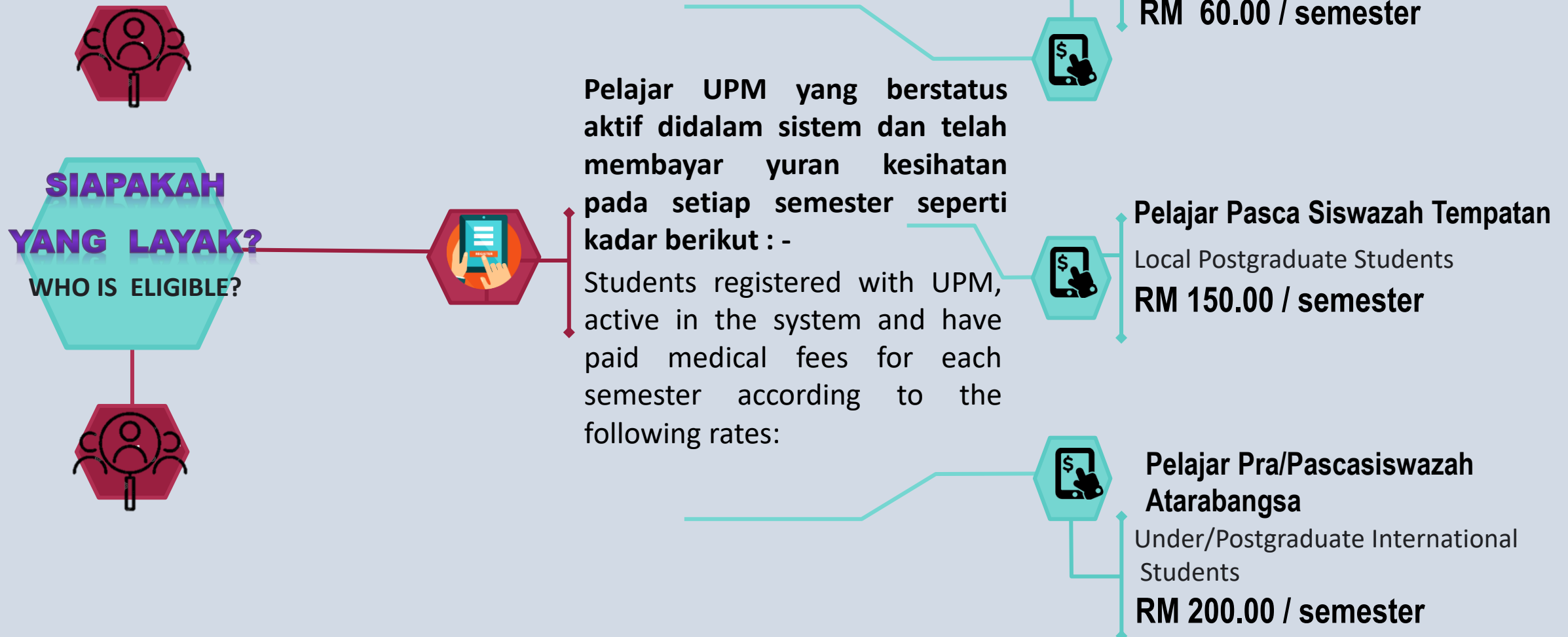
03-9769 7332

03-9769 7319



# SKIM PERKHIDMATAN KESIHATAN

## HEALTH SERVICES SCHEME



# SKIM PERKHIDMATAN KESIHATAN



## HEALTH SERVICES SCHEME

### Pelajar yang tidak membayar yuran perubatan

Students who do not pay medical fees

### Pelajar yang digantung pengajiannya

Students whose studies are suspended

### Pelajar UPM yang berstatus tidak aktif dalam sistem

Students with an inactive status in the System.

### Pelajar yang gagal dan diberhentikan

Students who fail and are dismissed

### Pelajar yang menangguhkan pengajian & tidak menjelaskan yuran perubatan

Students who postpone their studies & do not pay medical fees

### Pelajar yang telah bergraduat

Students who have graduated

**SIAPAKAH YANG TIDAK LAYAK?**  
**WHO IS NOT ELIGIBLE?**

# SKIM PERKHIDMATAN KESIHATAN HEALTH SERVICES SCHEME

TEMPOH KELAYAKAN  
Eligibility Period

Pelajar boleh mendapatkan perkhidmatan kesihatan dari tarikh mereka mendaftar hingga tamat pengajian iaitu apabila senat mengesahkan keputusan peperiksaan dengan syarat status pelajar dalam sistem adalah aktif

Students are allowed to get health services from the date they registered until the senate approved their transcriptions provided student's status must be active in the system.

RAWATAN PAKAR  
Specialist Treatment

Pelajar boleh mendapat rawatan pakar di hospital-hospital kerajaan dan hospital Universiti\* dengan syarat ianya dirujuk dan diperakui oleh Pegawai Perubatan di Pusat Kesihatan Universiti, UPM

Students are allowed to get specialist treatment at government hospitals and university hospitals\* provided they are referred and certified by a Medical Officer at the University Health Center, UPM

### Hospital Universiti/ University Hospitals\*

- Hospital Pengajar Universiti Putra Malaysia (HPUPM)
- Pusat Perubatan Universiti Malaya (PPUM)
- Hospital Canselor Tuanku Muhriz (HCTM) dikenali sebagai HUKM
- Hospital Universiti Sains Malaysia (HUSM)

KEMASUKAN WAD  
Ward admission

Wad kelas kedua hospital kerajaan Malaysia  
Second class ward of Malaysian government hospitals

# SKIM PERKHIDMATAN KESIHATAN

## HEALTH SERVICES SCHEME

**Pemeriksaan, ujikaji dan rawatan yang diperakukan oleh Pegawai Perubatan PKU, UPM**

Examinations, investigations and treatment recommended by PKU Medical Officer, UPM



**Perundingan kepakaran di hospital kerajaan atau hospital universiti atas rujukan dan perakuan oleh Pegawai Perubatan PKU**

Specialist consultation at any government/ university hospital upon referral and recommended by PKU Medical Officer

**Pemeriksaan, ujikaji dan rawatan di hospital bagi peyakit akut sahaja**

Examinations, investigations and treatment in the hospitals pertaining to the acute cases only.

# SKIM PERKHIDMATAN KESIHATAN



## HEALTH SERVICES SCHEME

**Bekalan alat-alat perubatan dan pembedahan seperti cermin mata, alat pendengaran, anggota palsu, dan sebagainya**

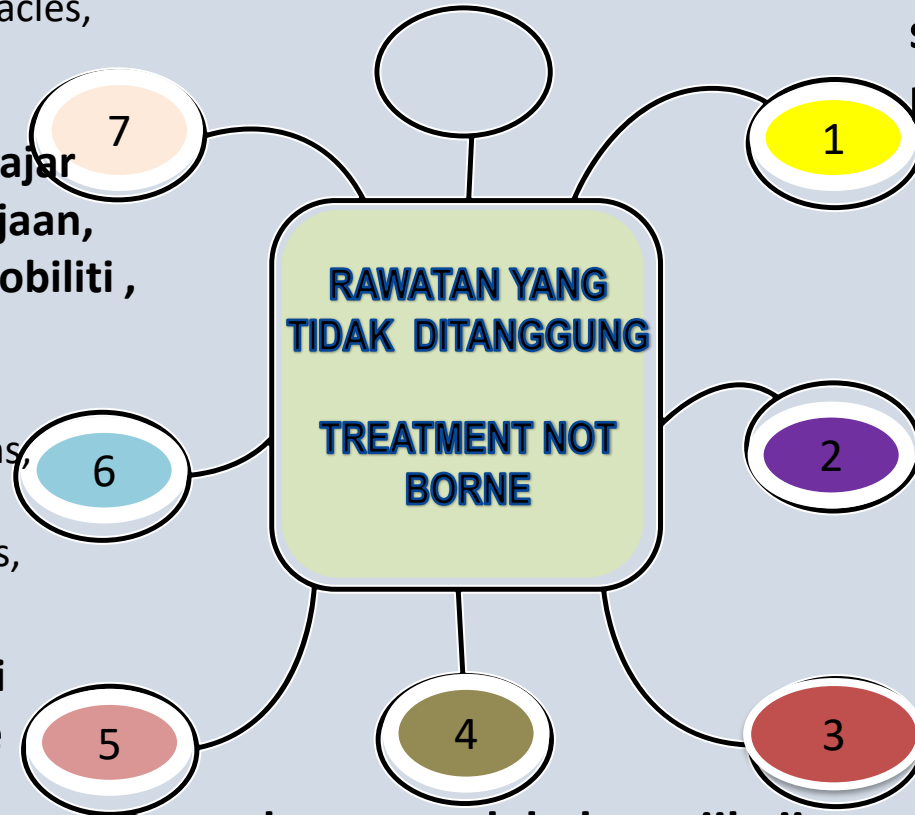
Supply of medical or surgical aid such as spectacles, hearing aids, prosthetic limbs,. etc

**Pemeriksaan Kesihatan (kemasukan pelajar baharu, biasiswa, agensi luar, pra pekerjaan, keperluan latihan industri, keperluan mobiliti , program sangkutan dan program pentauliahan)**

Medical check up (for new student admissions, scholarships, external agencies, pre-employment, Industrial training requirements, attachments, mobility).

**Rawatan menurut pilihan pelajar seperti di hospital / klinik swasta atau masuk ke wad yang lebih tinggi dari kelas 2 di**

**Hospital Kerajaan/ Hospital Universiti**  
Treatments chosen by student such as in private hospitals/ clinic or admission to First Class ward at any Government Hospital/ University Hospitals



**Rawatan bagi penyakit kronik yang sedia ada sebelum mendaftar sebagai pelajar UPM**

Treatment for pre-existing chronic illnesses before registering as a UPM student.

**Rawatan bagi penyakit kronik yang baru dikenalpasti sepanjang tempoh pengajian**

Treatment for newly diagnosed chronic illnesses during the study period.

**Semua jenis rawatan pergigian**

All types of dental treatment.

**Permohonan melakukan ujikaji makmal dan x-ray yang tidak berkaitan**

Request for laboratory test or xray that deems unnecessary

# SKIM PERKHIDMATAN KESIHATAN

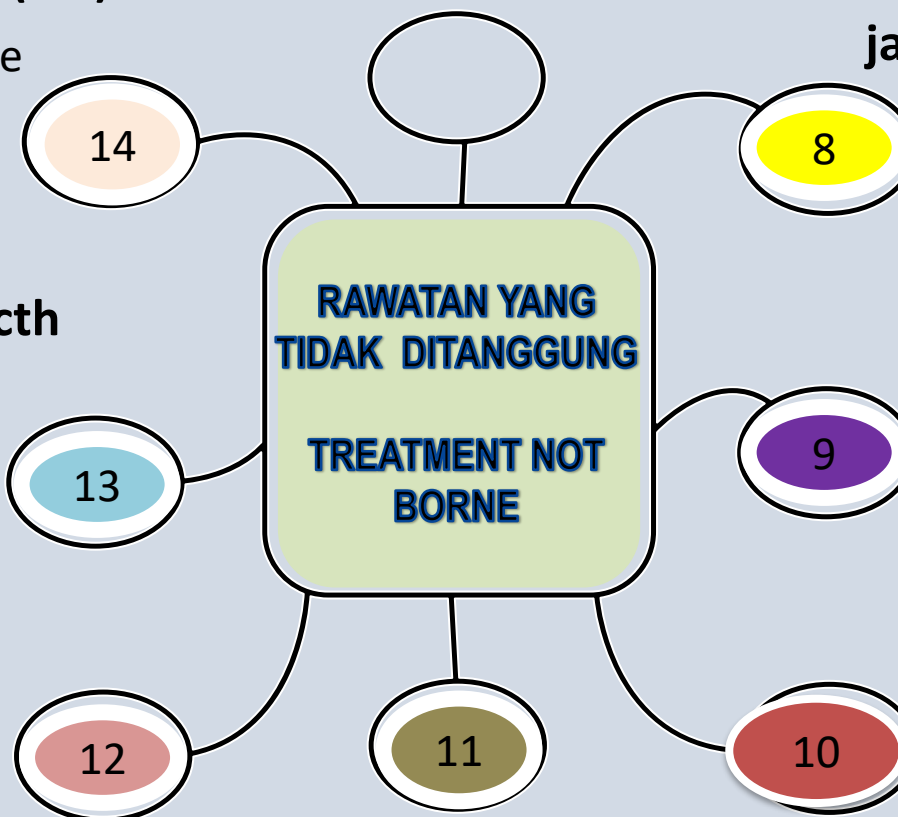
## HEALTH SERVICES SCHEME

### Rawatan di Institut Jantung Negara (IJN)

Treatment at the National Heart Institute (IJN).

Rawatan / pembedahan elektif bagi tujuan pemulihan / pencegahan dalam jangka masa panjang

Treatment / elective surgery / procedures for recovery and long term preventive measure



### Rawatan atau pembedahan kosmetik

Cosmetic treatment or surgery.

Rawatan dialisis, Hepatitis B/C, HIV (AIDS), barah, penyakit kronik penyakit auto-immun dan penyakit kongenital

Treatment for dialysis, Hepatitis B/C, HIV (AIDS), cancer, chronic diseases, Auto-immune disease and congenital diseases.

### Perkhidmatan imunisasi

Immunization services.

### Perihal kehamilan dan komplikasi yang berkaitan dengannya

Antenatal and obstetric related and /or complications arising from pregnancy

### Perkhidmatan perancang keluarga (cth IUCD, pil/ suntikan ubat perancang)

Family planning services (e.g., IUCD, contraceptive pills/injections).

# SKIM PERKHIDMATAN KESIHATAN

## HEALTH SERVICES SCHEME



### PENGELUARAN SIJIL CUTI SAKIT

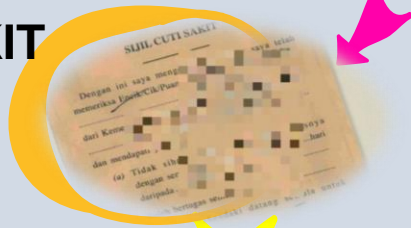
Issue of medical certificate



**DIKELUARKAN PADA HARI  
PELAJAR MENDAPATKAN  
RAWATAN OLEH:**

**PEGAWAI  
PERUBATAN/PERGIGIAN DI  
PKU/KLINIK KESIHATAN  
KERAJAAN/HOSPITAL  
KERAJAAN/HOSPITAL UNIVERSITI  
DI MALAYSIA**

Issued on the day the student  
receives treatment by  
Medical Officers/Dental officers  
from PKU/Malaysian's  
Government's  
Clinic/Hospitals/University  
Hospitals



**SIJIL CUTI SAKIT DARI KLINIK  
SWASTA PERLU DISAHKAN OLEH  
PEGAWAI PERUBATAN PKU**

Medical certificate from A private clinic  
must be certified/endorsed by a PKU  
Medical Officer



### PENANGGUHAN PENGAJIAN

Deferment of Studies



**PELAJAR YANG MENANGGUHKAN PENGAJIAN ATAS  
SEBAB KESIHATAN HENDAKLAH MENDAPATKAN  
SURAT PENGESAHAN DARI**

**KETUA PUSAT KESIHATAN UNIVERSITI, UPM**

Any deferment due to health reasons must receive a  
letter of confirmation from:

**Head of University Health Center, UPM**



## PENGELUARAN SURAT JAMINAN GUARANTEE LETTER



**Pengeluaran Surat Jaminan ( GL) bagi masalah kesihatan yang tertentu yang perlu rujukan ke Hospital Kerajaan / Hospital Universiti akan di tentukan oleh PKU**

Issuance of a Guarantee Letter (GL) for certain health issues that require referral to a government hospital or university hospital will be determined by University Health Centre

# TERIMA KASIH

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