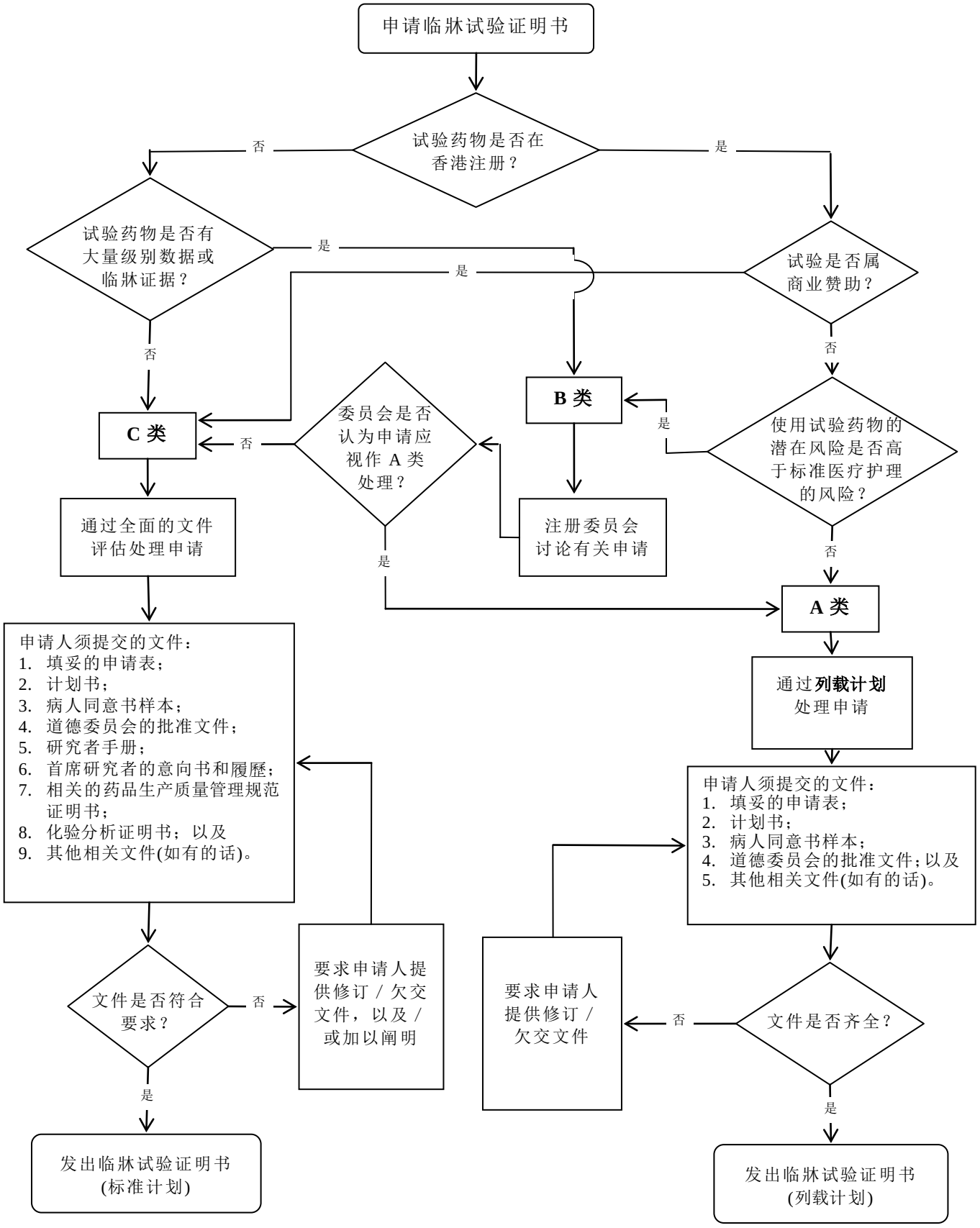处理临牀试验证明书申请的一般工作流程