

SERVICES: AVAILMENT OF DENTAL SERVICES

To render oral health services to the general populace: oral prophylaxis (AP) dental restoration, dental extraction, fluoride varnish application, ART, PFS, IEC and consultation

Office or Divisions:	City Health Office			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
For minor clients: waiver from parent/ guardian with ID		From parent/ guardian		
For risk clients: Updated medical clearance.		From attending physician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the information desk & get the number to be called.	Give the logbook, number and Admitting Form	None	2 minutes	Wilson Alamo <i>Admin Aide III</i>
2. Client proceeds to the designated area for vital signs	Vital Signs Recorded to Admitting Form	None	2 minutes	Johnny Peralta Admin Aide I or Guard on Duty
3. Proceed to Records Section	Look for the Records	None	2 minutes	Elsie Agliday <i>Admin Aide 1</i> City Health Office

4. Hands in family record/ admission slip to the dental aide.	Dental aide accepts record and arranges it accordingly.	None	2 minutes	Sharon Cuesta <i>JO Dental Aide</i> City Health Office
5. Client proceeds to the treatment room for consultation/ treatment	Dentist reviews and assesses the client and the answers in the Admitting Form	None	20 minutes	Jona C. Lauzon <i>Dentist III</i> City Health Office
6. Proceed to the Pharmacy section for the availment of drugs.	*For minors: secure waiver *For risk clients: updated medical clearance Dispense medicine to the client	None	2 minutes	Maria Theresa Amurao <i>Pharmacist</i> City Health Office
	TOTAL:		30 minutes	