



Internal/External

4. SERVICENAME: AVAILMENT OF DENTAL SERVICES

Description of the Service: 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 Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		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 Admin Aide III Johnny Peralta Admin Aide I or Guard on Duty
2. Client proceeds to the designated area for vital signs	Vital Signs Recorded to Admitting Form	None	2 minutes	Janica P. Catipay Admin Aide I



3. Proceed to Records Section	Look for the Records	None	2 minutes	Janica P. Catipay Admin Aide I
4. Hands in family record/ admission slip to the dental aide	Dental aide accepts record and arranges it accordingly	None	2 minutes	Sharon Cuesta Dental Aide 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 *For minors: secure waiver *For risk clients: updated medical clearance	None	20 minutes	Christine Eunice D. Bulan Dentist IV City Health Office
6. Proceed to the Pharmacy section for the availment of drugs.	Dispense medicine to the client	None	2 minutes	Maria Theresa Amurao Pharmacist City Health Office
TOTAL			30 minutes	