



Internal/External

13. 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 For risk clients: Updated medical clearance	From parent/ guardian From attending physician

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook, proceed to waiting area and wait to be called	<ul style="list-style-type: none"> Give the logbook, number and Admitting form Vital Signs Recorded to Admitting Form 	None	1 minute	CHO staff on duty at Admission area
2. Proceed to the Dental area for treatment.	Dental aide accepts record	None	5 minutes	Nelly Capuchino Dental Aide



	and arranges it accordingly			
3. Wait for the Dentist for assessment, consultation and treatment. “For high-risk client: Refer to GFNDY Memorial Hospital”	Dentist reviews and assesses the client and the answer in the Admitting Form *For minors: secure waiver *For risk clients: updated medical clearance	None	20 minutes	Jona Lauzon, DMD Dentist
4. Get medicine form dental aide and advise the patient.	Dispense medicine to the client	None	5 Minutes	Nelly Capuchino Dental Aide
TOTAL:			31 minutes	