



Internal/External

9. SERVICENAME: DENTAL SECTION

Description of the Service: The Dental Service provides preventive, diagnostic, and therapeutic oral health care to patients. Services include dental examinations, tooth extractions, cleaning, fillings, and oral health education. The department ensures safe, quality dental care to promote overall health and well-being.

Office or Division:	SAN ANTONIO CITY OF ILAGAN HOSPITAL
Classification:	SIMPLE
Type of Transaction:	G2C- GOVERNMENT TO CLIENT
Who may avail:	CLIENT OR IN-PATIENT

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
ACCURATE PATIENT DATA Dentist/Doctors Referral Slip Valid Senior Citizen/PWD ID		From other clinics/hospital OPD Patient			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Proceed to Dental Section	Take vital signs, medical history and chief of complaints	None	5 minutes	Dentist/ Dental Aide	
2. Wait for dental examination	Dentist assesses and provides appropriate dental care	None	15-30 minutes	Dentist	
3. Pay for services at Cashier (if any)	Issue billing and endorse to cashier for payment	As computed	5 minutes	Billing/Cashier	



4. Present proof of payment	Verify payment and provide services	None	2-5 minutes	Dentist/ Dental Aide
5. Receive instructions/ schedule as follow-up	Give oral health advice and set the next appointment	None	2 minutes	Dentist
TOTAL			29-47 MINUTES	