



## DENTAL CONSULTATIONS & PROCEDURES

Assess the patients' medical history, obtain consent, treatment plan and treat using various procedures.

<b>Office or Division:</b>	Dental Clinic			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All OPD Patients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Hospital Card		Medical Records / Admitting		
Patient's Chart		Medical Records		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Waits for his/her to be called.	Receives the patient's record, write his/her name on the log book and hands the record to the dentist on duty.		5 Minutes	Dental Aide
Tells the Dentist on duty what services he/ she wants to be done , answer the questions asked by the dentist.	Calls the patient's ask him/her what she wants to be done , takes the medical history of the patient and formulate a treatment plan.  Gives the record to the dental aide for charging.		10 Minutes	Dentist
Waits for the charge slip	Charges the patient for the service to be rendered		5 Minutes	Dental Aide
Goes to the cashier to pay the fees.	Receives payment and gives the receipt to the patient.	P 100.00	5 Minutes	Cashier
Goes back to the clinic and shows the	Writes the receipt no. on the		5 Minutes	Dental Aide

receipt to the dental aide and waits for his/her name to be called.	duplicate charge slip.			
Fill up the patient's chart and sign the patients consent form.	Dental Service / Procedure	Depending on the Service	30 Minutes	Dentist
Listen to the Dentist for post operative instructions.	Advises the patient on the condition of his/her teeth and gums.		5 Minutes	Dentist