



DENTAL SERVICE

The hospital Dental Department specializes and covers the following procedures Extraction, Restoration, Prophylaxis and Gum Treatment, Prophylaxis with Fluoride and Oral Examination.

Office or Division:	Dental Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All OPD Patients who needs Oral Care.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For New Patients: Any Valid Government issued ID for issuance of Hospital Card (1 original copy)		Any Government Agency		
For Old Patients: Any Valid Government issued ID (1 original copy) Hospital Card (1 original copy)		Any Government Agency Dental Clinic		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to OPD Triage and accomplish Health Declaration Form	1. Registration of Patients' Data 1.1 Interview the patient for the needed Oral Care and perform vital signs	None	10 Minutes	<i>Nurse on Duty / Nursing Aide</i> Nursing Service Division
2. Proceed to Patients waiting area	2. Dental Aide will call the patient for his/her consultation or treatment turn	None	5 Minutes *Depends on number patients on queue and procedures performed	<i>Dental Aide</i> Dental Unit
3. Proceed to the Dental Clinic	3. Assess/Evaluate the medical history and make a Dental Record of the patient and formulate a treatment plan 3.1 If with Dental procedure, explain the procedure to the patient and ask to sign a Consent Form	None	10 Minutes	<i>Dentist</i> Dental Unit
4. Submit self for the procedure	4. Perform the procedure	None	20 minutes *Depends on the patient case	<i>Dentist</i> Dental Unit

5. Wait for the issuance of Charge Slip	5. Issue the Charge Slip to the patient	None	3 Minutes	<i>Dental Aide</i> Dental Unit
6. Pay or settle bill at Cashier	6. Receives payment and issue Official Receipt to the patient	<p>Extraction</p> <p>a. Simple extraction P50.00</p> <p>b. Complicated Extraction P130.00</p> <p>c. Dental Anesthesia P50.00</p> <p>Restoration</p> <p>a. Temporary Filling P50.00</p> <p>b. Permanent Filling P100.00</p> <p>c. Composite Filling with curing P150.00</p> <p>Oral Prophylaxis and Gum Treatment per session</p> <p>a. Mild P50.00</p> <p>b. Moderate P75.00</p> <p>c. Heavy P100.00</p> <p>Oral Prophylaxis with Fluoride P100.00</p> <p>Oral Examination P20.00</p> <p>Hospital Consultation P40.00</p>	5 Minutes	<i>Collecting Officer on duty</i> Cashier Unit

<p>7. Goes back to the dental clinic and submit official receipt to the dental aide.</p>	<p>7. Writes the receipt no. to the charge slip and issue hospital card for new patient or return the Hospital card for old patient.</p> <p>7.1 Advise post-operative instruction to the patient.</p>	<p>None</p>	<p>3 Minutes</p>	<p><i>Dental Aide/Dentist</i> Dental Unit</p>
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