

Unit: **Central Luzon State University Infirmary**

Service: **Dental Examination/Procedures**

Service Availability: **Monday-Friday 8:00am - 5:00pm (except holidays)**

Requirements: **Dental examination and procedure request**

Duration: **32 minutes**

Fee: **Pay cost of procedure**

STEP	CLIENT/PATIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under normal circumstances)	PERSON IN CHARGE	FEEES AND CHARGES	FORM/S
1	Present oneself to the dental clinic and request for dental consultation or procedure	Assess and interview the client, fill-up dental card and refer to the dentist	2 minutes	Dental Aide (DA)		Dental card
2	Dental examination	Evaluate and examine patient's needs and explain the dental management to be made	2 minutes	Dentist		Dental card
3	Undergo the required dental procedure/s	Perform the assessed procedure/s.		Dentist		Dental card
	Extraction		15 minutes			
	Filling		15 minutes			
	Cleaning		5 minutes			

STEP	CLIENT/PATIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under normal circumstances)	PERSON IN CHARGE	FEEES AND CHARGES	FORM/S or MATERIALS
4	Receive instruction	Give instruction, prescribe medicine and prepare order of payment.	3 minutes	Dentist and DA		Dental card Prescription Order of payment
5	Pay to the cashier	Receive payment and issue receipt.	5 minutes	Infirmiry Cashier	Variable	Health card or order of payment
6	Present dental card or prescription and official receipt to the pharmacy	Prepare medicine, advise the client and dispense	5 minutes	Pharmacist		Prescription tablet and/or dental card O.R.
End of Process = 32 minutes						