

CONSULTATION, DENTAL PROCEDURE, PRESCRIPTION AND DISPERSAL OF DENTAL MEDICINES

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday

Clients/Customers: Students ,Faculties and Staffs

Requirements: None

Processing Time: Simple Case – 50 minutes,
Complicated Case – more than 50 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Writes name, course and year in the logbook	Locates client's dental records from the file cabinet Reviews entry on the dental record Fills out the consultation form a. Takes vital signs (temperature, blood pressure, heart rate, respiratory rate, weight, height) b. Asks and records chief complaint c.	10 minutes	None	Nurse	Client's Logbook Dental Record
2	Proceeds to dentist's area	Asks the client relevant questions pertaining to the complaint Conducts dental examination Performs necessary procedure a. Dental prophylaxis b. Oral surgery c. Dental restoration d. Others	20-30 minutes	None	Dentist	Consultation form

		Gives advice as to the management Provides prescription and laboratory request				Prescription form
3	Proceeds to the dispensing area for medications and other instructions*	Gives prescribed medication if available Gives advice as to intake of medications and other necessary precautions	15 minutes	None	Nurse	Prescription form
4	Signs in the logbook for the medicines and received	Secures completeness of the data in the logbook	5 minutes	None	Nurse	Medicine Dispensary Logbook
END OF TRANSACTION						

**NOTE: These steps may be omitted if the client is in normal, healthy state. This is for those with uncommon conditions only.*