

CONDUCT OF ANNUAL DENTAL EXAMINATION

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

Clients/Customers: Students ,Faculty and Staff

Requirements: None

Processing Time: Simple Case – 25 minutes,
Complicated Case – more than 25 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Writes name, course and year in the logbook Fills the needed information in the Dental form (DF)	Provides client with necessary dental forms and gives instructions on how to fill it in. Receives the Dental Form and retrieves the customer's dental record Reviews entry on the dental record Takes vital signs (temperature, blood pressure, heart rate, respiratory rate, weight, height)	15-20 minutes	None	Nurse	Client's Logbook Dental form (DF) Dental Record
2	Proceeds to the examination area	Performs dental examination Informs the client regarding assessment Gives advice as to the management Provides prescription and laboratory requests as needed Provides referral if the need arises	10-20 minutes	None	Dentist	Dental form Request form Prescription form Referral 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 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.*