



## 1. Consultation and Treatment Services for Emergency Dental Cases of Students

Emergency consultation and treatment refers to an emergency dental attention/treatment given to an individual that needs immediate care.

<b>Office or Division:</b>		Medical Services Department - Dental Section/ PUP Campus		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		Students		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to receiving area and states the reason for consultation or chief complaint.	1.1 Ask for the patient's chief complaint.	None	1 minute	<i>Dentist/Dental Aide, Dental Clinic PUP Campus</i>
	1.2 Take patient's vital sign.	None	2 minutes	<i>Dentist/Dental Aide, Dental Clinic PUP Campus</i>
	1.3 Assess and evaluates the condition of the patient by oral examination and medical history.	None	3 minutes	<i>Dentist/Dental Aide, Dental Clinic PUP Campus</i>
	1.4 Provide immediate treatment/intervention.	None	3 minutes	<i>Dentist/Dental Aide, Dental Clinic PUP Campus</i>
	<u>With referral:</u> 1.1.1. Refer to medical section. 1.1.2. Explain reason for referral. 1.1.3. Prepares referral form to nearby hospital for patient's further evaluation and management. 1.1.4. Prepare emergency transport vehicle for conduction of patient.	None	3 minutes	<i>Dentist/Dental Aide, Dental Clinic PUP Campus</i>  <i>Emergency Vehicle, Driver Dental Aide Dental Clinic</i>
	<u>Without referral:</u>	None	1 minute	<i>Dentist/Dental Aide,</i>



	Discharge instructions that include medication, activity, home advise and follow-up.			<i>Dental Clinic PUP Campus</i>
2. Proceed to receiving area.	Dispense initial dose of medicine if available with instructions.	None	3 minutes	<i>Dentist/Dental Aide, Dental Clinic PUP Campus.</i>
3. Fill out and sign in the Daily Treatment Record (DTR)	Assist patient in filling out the Daily Treatment Record.	None	1 minute	<i>Dentist/Dental Aide, Dental Clinic PUP Campus.</i>
<b>TOTAL:</b>				
<b>WITH REFERRAL:</b>		None	<b>16 minutes</b>	
<b>WITHOUT REFERRAL:</b>			<b>14 minutes</b>	