

2. Consultation and Treatment Services for Non-Emergency Dental Cases of Students and Dependents

Non-emergency dental consultation and treatment refers to the provisions of dental advise and counseling by a dentist and establish treatment, prognosis and therapy.

Office or Division:	Medical Services Department – Dental Section/ PUP Campus					
Classification:	Simple					
Type of Transaction:	G2C					
Who may avail:	Students, Dependents					
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE					
For New Patients: None		N/A				
For Follow-up purposes:		c. Any government or private diagnostic				
c. Dental X-Ray result		center.				
d. Dental Certificate from a specialist		d. From any government or private specialist				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTIONS	BE PAID	TIME	RESPONSIBLE		
For New Patients:	1.1 Ask for the	None	1 minute	Dentist/		
Go to receiving	chief			Dental Aide,		
area and states	complaint.			Dental Clinic		
the reason for				PUP Campus		
consultation or	1.2 Take patient's	None	3 minutes	Dentist/		
chief complaint.	vital sign			Dental Aide,		
				Dental Clinic		
	4.01	NI	4	PUP Campus		
	1.3Instruct patient	None	1 minute	Dentist/		
	to proceed at			Dental Aide,		
	treatment area.			Dental Clinic PUP Campus		
2. Provide necessary	2.1Take medical	None	19 minutes	Dentist/		
information and	history and	None	13 minutes	Dental Aide,		
submit to oral	performs oral			Dental Clinic		
examination.	periorina orai			PUP Campus		
	examination					
	of the patient.					
	2.2 Provide					
	treatment.					
3. Listen to home	Discharge	None	4 minutes	Dentist/		
instructions, date	instructions, date			Dental Aide,		
of follow-up.	of follow-up.			Dental Clinic		
				PUP Campus		
4. Proceed to	Dispense initial	None	2 minutes	Dental Aide		
receiving area and	dose of medicines			Dental Clinic		
give prescription of	if available and			East Wing		
medicine and/or	advises home			GroundFloor		
referral slip.	instruction, referral and date			Sta. Mesa, Mla.		
	of follow-up.					
5. Fill out and sign	Assist patient in	None	1 minute	Dentist/		
the Daily	filling out the Daily			Dental Aide,		
Treatment Record.	Treatment			Dental Clinic		
	Record.			PUP Campus		
	TOTAL:		31 minutes	'		



CLIENT STEPS AGENCY ACTIONS For Follow-up Cases: 1.1. Ask the na	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
·	me None		
1. Go to receiving of patient and consultation or		1 minute	Dentist/ Dental Aide, Dental Clinic PUP Campus
chief complaint. 1.2.Retrieve	None ntal	2 minutes	Dentist/ Dental Aide, Dental Clinic PUP Campus
1.3. Instruct patient to proce at treatment and		1 minute	Dentist/ Dental Aide, Dental Clinic PUP Campus
2. Proceed to Treatment area and present documents 2.1 check the document submitted and performs oral	None	19 minutes	Dentist/ Dental Aide, Dental Clinic
requested. performs oral examination. 2.2 provide treatment.			PUP Campus
3. Listen to home instruction, date of follow-up when Discharge instructions, date of follow-up, when discharge instructions, date of follow-up when discharge instructions, date of follow-up when discharge instructions, date of follow-up when discharge instructions are discharged instructions.		3 minutes	Dentist/ Dental Aide, Dental Clinic
necessary.			PUP Campus
4. Proceed to Medicine if receiving area available and	None	1 minute	Dentist/ Dental Aide,
and gives prescription of medicine and/or referral slip and slip for specialist.	p.		Dental Clinic PUP Campus
5. Fill out and sign the Daily Treatment Record. Assist patient r filling out the Daily Treatment Record.		1 minute	Dentist/ Dental Aide, Dental Clinic PUP Campus
TO	TAL None	28 minutes	