



7. Issuance of Dental Clearance

The Dental Clearance is issued to faculty members and administrative employees who had been examined by the dentist and complied with the required treatment.

Office or Division:	Medical Services Department-Dental Section/ PUP Branch/Campus			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Faculty, Administrative Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to receiving area of the Dental clinic and request for dental clearance.	Ask for the reason of visit.	None	30 seconds	<i>Dentist/ Dental Aide, Dental Clinic</i> PUP Branch/ Campus
2. Fill out the dental chart.	Assist student in filling up the dental chart.	None	1 minute	<i>Dentist/ Dental Aide, Dental Clinic</i> PUP Branch/ Campus
3. Proceed to treatment area and present the dental chart.	3.1 Assess /Evaluate the oral status of the patient. 3.2 Take medical history and performs oral examination.	None	3 Minutes	<i>Dentist Dental Clinic</i> PUP Branch/ Campus
	<u>With referral:</u> a. Explain reason for referral to patient before dental clearance will be issued. b. Prepare referral form for nearby specialist dentist.	None	1 Minute	<i>Dentist Dental Clinic</i> PUP Branch/ Campus
	<u>Without referral:</u> Issuance of dental clearance.	None	1 Minute & 30 seconds	<i>Dentist Dental Clinic</i> PUP Branch/ Campus



4. Fill out and sign the Daily Treatment Record.	Assist patient in filling out the Daily Treatment Record.	None	1 Minute	<i>Dentist/ Dental Aide, Dental Clinic</i> PUP Branch/ Campus
TOTAL: WITH REFERRAL: WITHOUT REFERRAL:		None	6 Minutes & 30 seconds 7 Minutes & 30 seconds	