

Provision of Dental Services

The service is rendered to persons needing dental consultation, tooth extraction, dental care and tooth filling.

Office or Division:		Rural Health Unit		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client		
Who may avail:		All residents of Burgos, La Union and walk – in individuals		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Dental anesthesia-50.00			NONE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get number and register when number is called	1. Interview and record general data of the patient 1.2 Take and record vital signs in the Individual Treatment Record	None	10 mins	Rural Health Midwives/ Human Resources for Health Personnel RURAL HEALTH UNIT
2. Enter Dental Room when your number is called	2.1 Examine patient and render needed services.	none	30 mins	Provincial/ Municipal Dentist RURAL HEALTH UNIT
3. Receive prescribed medicines if available	3.1 Provide prescribed medicines if available	none	10 mins	Rural Health Midwives/Nurse/ Human Resources for

	3.2 Issue prescription if medicines are not available in the Pharmacy			Health Personnel RURAL HEALTH UNIT
4. Proceed to Treasurer's Office for the payment of fees	4.1 Give order of payment of fees	Please see CHECKLIST OF REQUIREMENTS	5 mins	Revenue Collection Clerk/ Municipal Treasurer MUNICIPAL TREASURER'S OFFICE
5. Present receipt of payment to obtain Dental Certificate	5.1 Issue Dental Certificate	None	5 mins	Provincial/ Municipal Dentist RURAL HEALTH UNIT
	TOTAL		1 hour	