

10. Davao del Norte Hospital Dental Services

Dental Services for clients that in need of dental consultation or oral checkup, tooth extraction, tooth restoration, temporary and permanent filling. Clients that avail's the dental services of the hospitals are both from the indigent and working sector.

a. Dental Consultation or Oral Check-up

Office or Division:	Hospital Dental Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Patients Record (1 Original Copy)		1. Out Patient Department (OPD)-Hospital		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secures priority number upon arrival at the OPD section	1.1. Log book entry of client 1.2. Release priority number 1.3. Wait for number to be called		2 minutes	<i>Security guard assigned at out-patient department or OPD Clerk</i> PEEDO-DDN Hospital
2. Present the priority number for vital signs taking	2.1. Retrieve patient's record and fill up pertinent data and vital signs 2.2. Vital signs taking		10 minutes	<i>Dental Aide</i> DDN Hospital Dental Division
3. The patient will proceed to the Dentist's room for consultation	3.1 Forward patient's record to the Dentist on duty for consultation 3.2 Patient will have an oral examination.		20 minutes	<i>Dentist on duty</i> PEEDO-DDN Hospital Dental Division

	<p>3.3 Issue request for diagnostics</p> <p>3.4 Inform client to proceed Laboratory and Radiology division for diagnostics schedule</p>			
4. Proceed to the Cashier / Medical Social Services/ Malasakit Center	4.1. Cashier – she will issue an Official Receipt. Medical Social Services – she will validate the patient's welfare status then give discounts or exempt from payment, Malasakit Center– Interview and categorize the patient's paying stability	P 100.00	15 minutes	<i>Cashier/ Social Worker In-charge/ Malasakit Center In-charge</i>
5. Proceed to Laboratory for Extraction, X-ray and electrocardiogram procedure	<p>5.1 Laboratory-extract and collect for examination</p> <p>5.2 X-ray-perform X-ray/Electrocardiogram procedure</p> <p>5.3 Giver diagnostic</p>		1 hour	<p><i>Laboratory-Medical Technologist</i></p> <p><i>X-ray & Electrocardiogram – Radiologic Technologist</i></p>

	results to client			
6. Proceed to the Dentist for interpretation of the result	6. The Dentist will give proper interpretation and prescription to the patient.		10 minutes	<i>Dentist on duty</i> DDN Hospital Dental Division
TOTAL:		P 100.00	1 hour and 42 minutes	

b. Tooth Extraction

Office or Division:	Hospital Dental Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Patients Record (1 Original Copy)		1. Out Patient Department (Hospital)		
1. For complex extraction; laboratory, X-ray and Electrocardiogram (1 original each)		1. Laboratory section, X-ray Section		
Official receipt from the Cashier/ Note from the Medical Social services and Malasakit center (1 original)		Cashier Medical Social Services Malasakit Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secures priority number upon arrival at the OPD section	1.1. Log book entry of client 1.2. Release priority number 1.3. Wait for number to be called		2 minutes	<i>Security guard assigned at out-patient department or OPD Clerk</i>
2. Present the priority number for vital signs taking	2.1. Retrieve patient's record and fill up pertinent data and vital signs 2.2 Vital signs taking		10 minutes	<i>Dental Aide PEEDO-DDNH Hospital Dental Division</i>
3. The patient will proceed to the Dentist's room for consultation	3.1 Forward patient's record to the Dentist on duty for consultation 3.2 Patient will have an oral examination. 3.3 Issue request for diagnostics		20 minutes	<i>Dentist on duty PEEDO-DDNH Hospital Dental Division</i>

	3.4 Inform client to proceed Laboratory and Radiology division for diagnostics schedule			
4. Proceed to the Cashier / Medical Social Services/ Malasakit Center	4. Cashier – she will issue an Official Receipt. Medical Social Services – she will validate the patient’s welfare status then give discounts or exempt from payment, Malasakit Center– Interview and categorize the patient’s paying stability	Tooth extraction P 150.00 Tooth Restoration and Filling P 300.00	15 minutes	<i>Cashier/ Social Worker In-charge/ Malasakit Center In-charge</i>
5. For Complex extraction, proceed to for Extraction, X-ray and electrocardiogram procedure	5.1. X-ray-perform X-ray/Electrocardiogram procedure 5.2. Giver diagnostic results to client		1 hour	<i>X-ray & Electrocardiogram – Radiologic Technologist</i>
6. Proceed to the Dentist for interpretation of the result	6.1. Upon interpretation of results, dentist will forward to medical specialist for medical clearance.		10 minutes	<i>Dentist on duty PEEDO-DDNH Hospital Dental Division</i>
7. Proceed to the Dentist after medical clearance from	7.1. The Dentist will perform tooth extraction.		1 hour	<i>Dentist on duty PEEDO-DDNH Hospital Dental</i>

medical specialist	Single tooth Extraction Multiple tooth extraction, tooth restoration, and temporary or permanent filling. 7.2 The dentist will give Post- extraction advise and prescription			Division
TOTAL:		P 150.00 to	2 hours and 57 minutes	

c. Tooth Restoration

Office or Division:	Hospital Dental Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Patients Record (1 Original Copy)		1. Out Patient Department (Hospital)		
2. For complex extraction; laboratory, X-ray and Electrocardiogram (1 original each)		2. Laboratory section, X-ray Section		
3. Official receipt from the Cashier/ Note from the Medical Social services and Malasakit center (1 original)		3. Cashier Medical Social Services Malasakit Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secures priority number upon arrival at the OPD section	1.1 Log book entry of client 1.2 Release priority number 1.3 Instruct to wait for number to be called		5 minutes	Security guard assigned at out-patient department or OPD Clerk
2. Present the priority number for vital signs taking	2.1 Retrieve patient's record and fill up pertinent data and vital signs 2.2 Vital signs taking 2.3 Forward patient's record to the Dentist on duty for consultation		10 minutes	<i>Dental Aide</i> PEEDO- DDNH Hospital Dental Division
3. Proceed to the Dentist's room for consultation	3.1 Patient will have an oral examination.		10 minutes	<i>Dentist on duty</i> PEEDO-

				DDNH Hospital Dental Division
4. Proceed to the Cashier / Medical Social Services/ Malasakit Center	4. Cashier – she will issue an Official Receipt. Medical Social Services – she will validate the patient’s welfare status then give discounts or exempt from payment, Malasakit Center– Interview and categorize the patient’s paying stability.	Tooth Restoration and Filling P 300.00	15 minutes	<i>Cashier/ Social Worker In- charge/ Malasakit Center In- charge</i>
5. The patients will proceed to dentist’s room for tooth restoration.	5.1 The Dentist will perform tooth restoration either permanent filling or temporary filling.		30 mins to 1 Hour 2 to 4 hours	
TOTAL:		P 300.00/surf ace	Temporary filling – 1 hour and 48 minutes Permanent filling - 4 hour and 48 minutes	

d. Oral Prophylaxis (Cleaning)

Office or Division:	Hospital Dental Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Patients Record (1 Original Copy)		1. Out Patient Department (Hospital)		
2. For complex extraction; laboratory, X-ray and Electrocardiogram (1 original copy)		2. Laboratory section, X-ray Section		
3. Official receipt from the Cashier/ Note from the Medical Social services and Malasakit center (1 original copy)		3. Cashier Medical Social Services Malasakit Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client secures priority number upon arrival at the OPD section	1.1 Log book entry of client and Release priority number 1.2 Wait for number to be called		2 minutes	<i>Security guard assigned at out-patient department or OPD Clerk</i> PEEDO-DDN Hospital
2. Present the priority number for vital signs taking	2.1 Retrieve patient's record and fill up pertinent data and vital signs 1.1 Vital signs taking 2.3 Forward patient's record to the Dentist on duty for consultation		10 minutes	<i>Dental Aide</i> PEEDO-DDN Hospital Dental Division
3. The patient will proceed to the Dentist's room for consultation	3.1 Patient will have an oral		20 minutes	<i>Dentist on duty</i> PEEDO-DDN Hospital Dental Division

	examination.			
4. Proceed to the Cashier / Medical Social Services/ Malasakit Center	4.1 Cashier – she will issue an Official Receipt. Medical Social Services – she will validate the patient’s welfare status then give discounts or exempt from payment, Malasakit Center– Interview and categorize the patient’s paying stability	Tooth Restoration and Filling P 300.00 Oral Prophylaxis P 500.00	15 minutes	<i>Cashier/ Social Worker In-charge/ Malasakit Center In-charge</i>
5. Proceed to the Dentist after medical clearance from medical specialist	5.1 The Dentist will perform Oral Prophylaxis		1 hour	<i>Dentist on duty PEEDO-DDN Hospital Dental Division</i>
TOTAL:		P 500.00	1 hours and 47 minutes	