

A. Service Description

Service Provided:	Dental Consultation, Tooth Extraction, Restorative Procedures, Oral Prophylaxis, Pit and Fissure Sealant Application, Fluoride Varnish Application and Issuance of Dental Certificate for students
Simple, Complex, or Highly Technical	Simple
Internal or External	External
Who may avail of Service	All Residents of Taguig City

Final Citizen`s Charter

Checklist of Requirements	Where to Secure
Individual Treatment Record	Dental Office of the Health Center
Medical Clearance (for Immuno-compromised patients)	Medical Officer of the Health Center

Client Steps (List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
1. Admission and Issuance of Individual Treatment Record (ITR)	<ul style="list-style-type: none"> ✓ Patient's initial screening & vital signs monitoring ✓ Issuance of ITR's for NEW patients OR retrieval of ITR's of the old patients from the filing cabinet 	None	5 minutes	Identification Card	-----	Assigned CHW and Dental Aide in each Health Center
2. Dental Assessment	<ul style="list-style-type: none"> ✓ The assigned dentist will review the accuracy and completeness of the medical record of the patient ✓ Conduct oral examination ✓ Diagnosis and Evaluation of the needed dental procedure 	None	8 minutes	Individual Treatment Record	-----	Assigned Dentist in each Health Center

Client Steps (List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
3. Undergo the appropriate dental procedure / services / management	3.1. Consultation	None	10 minutes	Individual Treatment Record	-----	Assigned Dentist in each Health Center
	3.2. Tooth Extraction	None	10 – 15 minutes			
	3.3. Restorative Procedure	None	20 minutes			
	3.4. Oral Prophylaxis	None	20 minutes			
	3.5. Pit and Fissure Sealant	None	10 minutes			
	3.6. Fluoride Varnish Application	None	5 minutes			
	3.7. Issuance of Dental Certificate	None	5 minutes			
4. Post-treatment Instructions	<ul style="list-style-type: none"> ✓ Dispensary of medicines to be taken ✓ Home care instructions 	None	Approximately 5 minutes	Individual Treatment Record	-----	Assigned Dentist in each Health Center

A. Service Description

Service Provided:	Dental Consultation, Tooth Extraction, Restorative Procedures, Oral Prophylaxis, Pit and Fissure Sealant Application, Fluoride Varnish Application and Issuance of Dental Certificate for Taguig Residents
Simple, Complex, or Highly Technical	Simple
Internal or External	External
Who may avail of Service	All officially enrolled public school students in Taguig City

Final Citizen`s Charter

Checklist of Requirements	Where to Secure
Individual Treatment Record	School Dental Clinic
Medical Clearance (for Immuno-compromised patients)	Medical Officer of the School Clinic

Client Steps (List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
1. Admission and Issuance of Individual Treatment Record (ITR)	<ul style="list-style-type: none"> ✓ Student's initial screening & vital signs monitoring ✓ Issuance of ITR's for NEW students OR retrieval of ITR's of the old students from the filing cabinet 	None	5 minutes	Identification Card	-----	Assigned Nurse and Dental Aide in each School Clinic
2. Dental Assessment	<ul style="list-style-type: none"> ✓ The assigned dentist will review the accuracy and completeness of the medical record of the student ✓ Conduct oral examination ✓ Diagnosis and Evaluation of the needed dental procedure 	None	8 minutes	Individual Treatment Record	-----	Assigned School Dentist in each School Dental Clinic

Client Steps (List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
3. Undergo the appropriate dental procedure / services / management	3.1. Consultation	None	10 minutes	Individual Treatment Record	-----	Assigned School Dentist in each School Dental Clinic
	3.2. Tooth Extraction	None	10 - 15 minutes			
	3.3. Restorative Procedure	None	20 minutes			
	3.4. Oral Prophylaxis	None	20 minutes			
	3.5. Pit and Fissure Sealant	None	10 minutes			
	3.6. Fluoride Varnish Application	None	5 minutes			
	3.7. Issuance of Dental Certificate	None	5 minutes			
4. Post-treatment Instructions	<ul style="list-style-type: none"> ✓ Dispensary of medicines to be taken ✓ Home care instructions 	None	Approximately 5 minutes	Individual Treatment Record	-----	Assigned School Dentist in each School Dental Clinic