

## 2. Faculty and Students' Services

### 2.1 Dental and Medical Consultation

This service assists and reviews the patients' history related to their health condition. Examines for recommendation and referral needed for care and treatment of the patients.

<b>Office or Division:</b>	Tagoloan Community College – School Clinic			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Faculty, Staff, and Student			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Common Requirements:  Student Identification Card Employees Valid Identification Card (For the Faculty & Staff) Consultation Form			Provided by the patient	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Identification Card.	Check the Identification card for recording.	None	2 mins	<i>School Nurse and School Dentist School Clinic</i>

	2 Provide the consultation form.			
2. Fill-out the consultation form.	Undergo and assess the patient's vital signs	None	30 mins	<i>School Nurse and School Dentist School Clinic</i>
	2 Provide referral slip for medication and care treatment by the Rural Health Unit.	None	2 minutes	<i>School Nurse and School Dentist School Clinic</i>
	<b>TOTAL</b>		<b>34 minutes</b>	
	Request Student to Accomplish the Client Satisfaction Survey and Drop it to the feedback box.  Note: Complaint Box			Student will accomplish and will drop the Client Satisfaction Survey to the feedback box.  Note: Complaint Box