

3. Basic Oral Hygiene Care Services

Dental Examination and tooth extraction are available for adults, pregnant mothers, children (preschool and school-age children). This is to prevent and treat dental diseases. This is available every Tuesday and Thursday 8:00 am- 12:00 pm.

Office or Division:	Municipal Health Office			
Classification:	Complex			
Type of Transaction:	G2C- Government to client			
Who may avail:	All public Sector within Tagoloan who wants to avail of Basic Oral Health Services			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Referral Slip Forms 		<ul style="list-style-type: none"> Barangay Health Station (BHS) 		
<ul style="list-style-type: none"> Individual Treatment Record 		<ul style="list-style-type: none"> Municipal Health Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the client's logbook in the triage area and get the Individual treatment record [ITR] with family serial number, and presentation of the referral slip.	Register and get client's Information and Demographic Data. 1.2 Take Vital Signs (Temp. Pulse Rate, Respiratory Rate, BP, Weight/Height) 1.3 Take medical history	None	25 minutes	<i>Midwife I, II</i> Municipal Health Office
2. Proceed to the Dental area	2.1 Examine the patients perform dental services	None	1 hour and 30 minutes	<i>Dentist</i> Municipal Health Office

	<p>a. Oral examination b. Tooth Extraction</p> <p>2.2 IEC on Basic Oral Health Care and refer as needed.</p> <p>2.3 Prescribe medication</p>	P110.00/tooth		
3. Proceed to Medicines Dispensing area	3.1. Check the prescription and dispense medicines with IEC on dosages, route, and schedule of intake of medication	None	25 minutes	<i>Nurse I, Midwife I, II</i> Municipal Health Office
4. Request client to accomplish the client satisfaction survey	4. Accomplished client satisfaction survey and drop it to the feedback box	None	10 minutes	<i>Administrative Aide I</i> Municipal Health Office
		TOTAL:	2 hours and 30 minutes	