

MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





TUBIGON COMMUNITY HOSPITAL

ADMINISTRATIVE SERVICES



5.AVAILING DENTAL SERVICES

Schedule of Availability of Service:

 $8:00 \ am - 5:00 \ pm$ Tuesdays to Saturdays

Who May Avail of the Service:

Anyone who needs dental care to maintain a healthy teeth and to prevent dental disorders.

What are the Requirements:

1. Medical Clearance for tooth extraction

Duration: Case to case basis

Step	Applicant/Client	Action Officer	Duration of Activity	Person in Charge	Fees	Form
			(Under Normal Circumstances)			
1	Go to PACD for inquiries.	Direct patient/client to go to the Dental Clinic	1-2 minutes	PACD: Krizia F. Manigo/Chielo Legaspi		
2	Get priority number at the Dental Clinic.	Retrieve old record, make new record for new client. Interview and get vital signs for clients who will undergo tooth extraction.	1-3 minutes	Ma. Cristina Bagolor Dental Aide		
3	Go to the dentist when called.	Conduct consultation then perform necessary procedure. After the procedure direct client to go to the cashier.	Case to case basis	Dr. Jonalyn N. Resullar		
4	Go to the cashier for payment. * Extraction:	Receive charge slip and payment and issue Official Receipt.	1-2 minutes	Cashier	250.00 200.00 100.00 350.00 200.00 400.00 300.00 200.00	Charge Slip
Fill-out the Client Satisfaction Rating Form						

END OF TRANSACTION