

	Standard Operating Procedures GHCD	DOC NO: 4.4.4	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
TITLE	Dental	PAGE: 1/1	

1.0	Abbreviation											
	1.1	CEO/COO/ED	Chief Executive Officer/Chief Operating Officer/Executive Director									
	1.2	GM	General Manager									
2.0	Dental											
	2.1	Staff may seek dental treatment, excluding treatment for beautification purposes, which is extended to all staff, up to a limit (per annum) as follows;										
	2.2	Dental entitlement and limit;										
		<table><tr><th>Job Grade</th><th>Position</th><th>Entitlement</th></tr><tr><td>SM1 and above</td><td>Senior GM and above</td><td>RM500.00</td></tr><tr><td>Others</td><td>Others</td><td>RM300.00</td></tr></table>	Job Grade	Position	Entitlement	SM1 and above	Senior GM and above	RM500.00	Others	Others	RM300.00	
	Job Grade	Position	Entitlement									
	SM1 and above	Senior GM and above	RM500.00									
	Others	Others	RM300.00									
2.3	The above limits are included in and part of the outpatient medical entitlement.											
2.4	Dental treatment includes:											
	<ul style="list-style-type: none">• Emergency treatment of dental pain• Oral examination, scaling and polishing of teeth.• Teeth extractions (forceps, surgical, impacted).• Filling (amalgam, anterior filling, crown or filling, dressing and pulp capping).• Medication to prevent infection.											
3.0	Dental Treatment – Procedure											
	3.1	Staff is required to pay first and obtain the receipt from the dental clinic after the treatment.										
	3.2	Receipts should be sent to Third Party Administrator (where applicable) within three (3) months from date of treatment.										
	3.3	Any claims submitted after the stipulated period will not be entertained.										