



2. Dental Health Program Services

This service caters residents of Midsayap and nearby municipalities who has dental problem which are manageable by primary health care professional.

Office or Division	Office of the Municipal Health Officer			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Residents of Midsayap and nearby Municipalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Slip / Note (1 Original Copy) (Optional)		Barangay Health Stations		
Official Receipt		Office of the Municipal Treasurer		
Health Declaration Form		Dental OPD Section		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present referral slip and Health Declaration Form upon admission at the Dental OPD counter	1. Accept Referral Slips and prepare of Medical Dental Record, and vital signs taking		15 Minutes	<i>Dental Aide II</i> Office of the Municipal Health Officer
2. Proceed to Office of the Municipal Treasurer (Windows 1 – 7) for payment	2. Issuance of Official Receipt	Php200.00		<i>Revenue Collection Clerk II</i> <i>Office of the Municipal Treasurer</i>
3. Return to Dental Health Section for Dental Health	3. Accept Official Receipt and/then record of data	None	10 Minutes	<i>Dental Aide II</i> Office of the Municipal Health Officer



Services and receive post instructions	3.1. Provision of dental services (oral exam, dental health counseling, oral prophylaxis, restorative filling, & tooth extraction) and issuance of prescription	None	60 Minutes	<i>Dentist II</i> Office of the Municipal Health Officer
	3.2. Dispensing of drugs/medicines and giving of instructions / health education	None	15 Minutes	<i>Dental Aide II</i> Office of the Municipal Health Officer
	TOTAL:	PHP 200.00	1 Hour and 35 Minutes	