


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 6.6
	DOCUMENT NAME DENTAL EXAMINATION	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
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1.0 OBJECTIVES

- 1.1 To assess and monitor the dental condition of the students.
- 1.2 To improve dental health condition.


2.0 SCOPE

This covers dental health check-up to students and employees.

3.0 POLICIES

- 3.1 The Health Services Unit (HSU) shall prepare the Annual Dental Examination. This shall be properly coordinated with the Curriculum and Instruction Division (CID).
- 3.2 Each student shall have an individual Dental Health Record. This shall contain the dental conditions of the patient. This shall be regularly updated whenever a change takes place. The Dentist shall sign the Examiner and License Number portion to confirm all the details written in the Dental Health Record.
- 3.3 Any consultation related to dental health condition shall be logged in the Dental Health Record. This shall also be the basis of the Dentist in assessing the dental health condition of the patient.




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4.0 PROCEDURES

Responsibility	Activity
Nurse/Dentist	1. Prepares schedule of students for dental examination and posts on the Bulletin Board and Clinic.
Nurse/Dentist	2. Forwards the schedule to the CID.
Dentist	3. Receives List of Students for dental examination.
Nurse/Dentist	4. Retrieves previous Dental Health Record if available; otherwise, prepares student dental record.
Dentist	5. Performs the dental examination.
	6. Records results in the Dental Health Record.
	7. Prepares Dental Examination Report of Findings and Recommendation Referral Sheet if with finding.
	8. Informs the students of the results.
Nurse	9. Files the accomplished Dental Health Record and other records.






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5.0 LIST OF FORMS AND REPORTS

- 5.1 Forms
5.1.1 Dental Health Record

- 5.2 Reports
None

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