

SERVICE	PROCEDURE	Person Responsible	Process Time (on actual contact)	Required Documents	Fees
DENTAL CONSULT					
Emergency Cases	1. Secure UHS OPD chart from Record Section Window	Record Section Staff		For students-Form5/ UP ID; For Employees - UP ID/UPHS OPD Card UHS OPD Chart	None
	2. Proceed to Dental Section for treatment	Dentist on duty			
Routine Procedures	1. Sign up Decking Sheet at the Dental Clinic Counter	Dentist on duty		For students-Form5/ UP ID; For Employees - UP ID/UPHS OPD Card	None
	Decking Time: For AM clinic - 7:30 AM For PM clinic - 12:30PM				
	2. Secure UHS OPD chart from Record Section Window	Record Section Staff		For students-Form5/ UP ID; For Employees - UP ID/UPHS OPD Card UHS OPD Chart	No consultation fee. See schedule of rates for specific procedures
	3. Proceed to Dental Section for treatment	Dentist on duty			
ER CONSULT	1. Proceed to the Emergency Room for treatment	Doctor/Nurse on Duty			No consultation fee. See schedule of rates for specific procedures
GENERAL OUTPATIENT CONSULT	1. Secure UHS OPD chart and queuing number from Record Section Window	Record Section Staff	5-10 minutes	For students-Form5/ UP ID; For Employees - UP ID/UPHS OPD Card UHS OPD Chart	None
	2. Wait for Triage Nurse to call your queuing number for doctor assignment.	Triage Nurse	3-5 minutes		None
	3. Proceed to assigned Doctor's Clinic for actual consultation	OPD Doctor on Duty	15 minutes	UHS OPD Chart and decking number	None