

Department of Transportation and Communications  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

HPCG/ CGDS

15 December 2009

STANDARD OPERATING PROCEDURE)

NUMBER 123099 )

ADMISSION AND TREATMENT OF DENTAL PATIENTS

I. PURPOSE: To prescribe policies and procedures governing the admission of dental patients, their categories and order of priorities.

II. SCOPE: This SOP will be implemented in all dental operating units of Philippine Coast Guard.

III. OBJECTIVES: To provide standard policies and guidelines on the system of accepting patients in order to enhance the quality of dental services to PCG personnel and their dependents and civilian employees.

IV. DEFINITION OF TERMS:

- A. PCG Personnel – Commissioned Officers and Enlisted Personnel in the active service of the PCG, including Cadets, Officer Candidates undergoing both academic instruction and PCG training within a prescribed period.
- B. Civilian Employees – Non-uniformed PCG personnel, in regular, casual and contractual status.
- C. PCG Dependents – includes legitimate spouses and unmarried children of PCG personnel who are below twenty one (21) years of age and children above twenty one (21) years of age but who are suffering from congenital physical or mental disability and parents who are sixty (60) years and above. If the PCG personnel are unmarried, parents shall be the direct dependents regardless of their age.
- D. Dependents other than Direct- relatives of PCG personnel who are living with or totally dependent on them for support.
- E. Others – Non- PCG personnel who are authorized by the command to receive limited dental treatment, ex PCG applicants.

F. Retired/ Honorably Separated PCG Personnel – Those who have reached compulsory/ optional retirement and those honorably discharged/ separated from the service due to physical inability.

G. Retired Personnel's Direct Dependents – Dependents of retired officers and enlisted personnel of the AFP, including dependents of PCG personnel who were honorably separated from the service such as legitimate spouses, unmarried children below 21 years of age and children above 21 years of age who are suffering from congenital physical or mental disability and who are living with their parents and totally dependent on them for support.

H. Legal Beneficiary(ies) – dependents of deceased PCG personnel from the active PCG service and / or retired / honorably separated from the service who are declared as legal beneficiary(ies) for existing supporting documents, records and or through affidavit / declaring them as such officially by the Office of Coast Guard Legal Service

I. Specialized Dental Treatment:

1. Prosthodontics – Specialized field in dentistry that emphasizes the fabrication of dentures, crowns and bridges.
2. Endodontics- Specialized field in dentistry that emphasizes on root canal therapy or study and treatment of the root of the tooth pulp and root canal.
3. Orthodontics – Specialized field in dentistry that comprises the study and treatment of malocclusions.
4. Oral/ Dental Surgery – Specialized field of dentistry concerned with the operative treatment of dental related diseases and injuries.

V. POLICIES:

A. Authorized Patients/ Order of Priorities

PCG dental operating units shall only accept the authorized patients and treat them in their order of priorities as follows:

- 1<sup>st</sup> Priority - Commissioned Officers
- 2<sup>nd</sup> Priority - Enlisted Personnel
- 3<sup>rd</sup> Priority - Civilian Employees
- 4<sup>th</sup> Priority - Direct Dependents
- 5<sup>th</sup> Priority - Retired PCG Personnel
- 6<sup>th</sup> Priority - Dependents other than Direct
- Last Priority - Others

B. Limitation of Dental Services :

PCG Dental Facilities shall only offer the following types of dental services authorized patients as indicated:

1. All types of dental procedures from basic to specialized dental treatment to include prosthodontics or the fabrication of dentures and veneers or jacket crown to patients. - **Commissioned Officers, Enlisted Personnel, Civilian Employees**
2. All types of dental procedures from basic to specialized dental treatment not to include prosthodontics or the fabrication of dentures and veneers or jacket crown to patients. - **Direct Dependents, Retired PCG Personnel**
3. Basic dental procedures such as Dental Examination (Check Up) with Radiographs, Oral Prophylaxis (Dental Cleaning) and Temporary tooth filling. - **Dependents other than Direct**
4. Dental Examination (Check Up) with Radiographs only. - **Others**

VI. PROCEDURES:

A. Patients who want to seek dental services should observe the basic procedures as follows:

1. Commissioned Officers and Enlisted Personnel – should present their ID to the Admission Section of the Dental Facility and in case of Dental/ Physical Examination for promotion or schooling purposes and APE, they should come in proper uniform. Firearms are not allowed at the treatment area and should be secured at the admission section. On availing tooth extraction and other surgical treatment, they should secure Sick Call Slip authorized by Admin Officer from their respective offices prior to their visit.
2. Civilian Employees and Retired PCG Personnel - should present their PCG ID to the Admission Section of the Dental Facility.
3. Direct Dependents – should present their PCG Dependents ID to the Admission Section of the Dental Facility.
4. Dependents other than Direct – should always be accompanied by PCG personnel acting or serving as his/ her sponsor.
5. Others – should present the directive indicating their name from the office of CG 1 and should come in their appropriate attire and haircut.

B. Specialty Dental Procedures such as Oral Surgeries and Root Canal Treatment will be scheduled for appointment due to extensive period of time required for certain procedures.

C. Dental Officers and Civilian Dentists may exercise their professional judgment in accepting and denying the patients afflicted with contagious disease such as flu, colds and viral infections (eg sore eyes, chicken pox, et al); More so, they can also deny patients with systemic disease (eg hypertension, heart problem, diabetes mellitus, et al) realizing that the said treatment will only aggravate or trigger the health problem of the patient if a certain dental treatment will be given to them.

D. As a post- operative procedure to surgical cases (eg tooth extraction, impacted tooth removal et al) and aggravating discomforts affecting the patient's performance on his/ her work (eg swelling which leads to facial asymmetry, et al), a minimum of twenty four (24) to a maximum of seventy two (72) hours rest is authorized to be prescribed on PCG personnel to prevent complications that might occur post operatively to his/ her treatment.

#### VII. RESPONSIBILITIES:

A. Commander, CG Dental Service shall be responsible for the dissemination and implementation of this policy in all CG Dental Service dental facilities.

B. CO/ OIC of CG Dental Service Operating Units shall ensure that:

- 1.This policy will be strictly observed in their respective units at all times.
2. Resources or assets of their unit to include dental supplies and materials will not be utilized for personal use.

#### VIII. RECISSION:

All other policies consistent with this SOP are hereby rescinded.

#### IX. EFFECTIVITY:

This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO

OFFICIAL:

MARIFEM-UBONGEN ISAAC

LT

Coast Guard Adjutant

PCG

ENRICO EFREN A EVANGELISTA  
CAPT PCG  
Chief of Coast Guard Staff, PCG