	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman : 1/5
	<b>PUSAT KESIHATAN UNIVERSITI</b>	No. Semakan : <del>06-07</del>
	<b>Kod Dokumen : UPM/OPR/PKU/P002</b>	No. Isu : 02
	<b>PROSEDUR RAWATAN PERGIGIAN</b>	Tarikh : <del>25/06/2021</del> <u>29/10/2021</u>

### 1.0 SKOP


Prosedur ini merangkumi proses rawatan yang dijalankan di Perkhidmatan Pergigian PKU

### 2.0 TANGGUNGJAWAB

PP bertanggungjawab memastikan prosedur rawatan pergigian ini dilaksanakan. Semua yang terlibat dalam proses rawatan pergigian perlu mematuhi prosedur ini.


### 3.0 DOKUMEN RUJUKAN

No. Dokumen	Tajuk Dokumen
-	Akta Kilang dan Jentera dan Peraturan-Peraturan
-	<i>Clinical Practice Guidelines Antibiotic Prophylaxis Against Wound Infection For Oral Surgical Procedures, Ministry of Health, Malaysia</i>
-	<i>Dental Act 1971 (ACT 51) &amp; Regulations</i>
-	<a href="#"><u>Dental Act 2018(ACT 804)</u></a>
-	Buku Panduan Perkhidmatan Pergigian, PKU, UPM
-	<i>Guidelines On Infection Control In Dental Practice, Malaysian Dental Council Oral Health Division, Ministry of Health</i>
-	<i>Guidelines For Oral Healthcare Practitioners Infected With Blood-Borne Viruses (Malaysian Dental Council)</i>
-	<a href="#"><u>Method of Disposal of Hypodermic Needles, Malaysian Dental Council, Oral Health Division, Ministry of Health</u></a>
-	<a href="#"><u>Guidelines on Radiation Safety in Dentistry, Malaysian Dental Council, Oral Health Division, Ministry of Health</u></a>

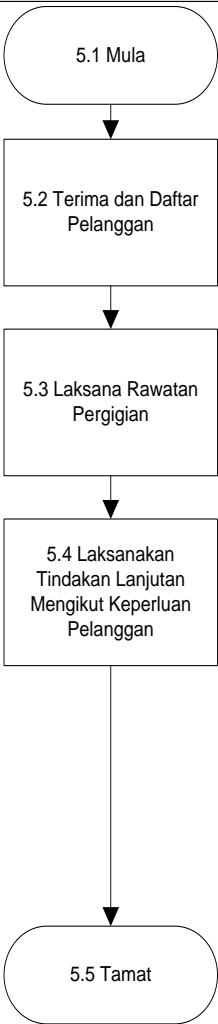
	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman : 2/5
	<b>PUSAT KESIHATAN UNIVERSITI</b>	No. Semakan : <del>06-07</del>
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#### 4.0 TERMINOLOGI DAN SINGKATAN

iDEC	: Pusat Pembangunan Maklumat dan Komunikasi
JP	: Juruterapi Pergigian
PO	: Pembantu Operasi
PPK	: Pembantu Perawat Kesihatan
PKU	: Pusat Kesihatan Universiti
PP	: Pegawai Pergigian
PPP	: Pembantu Pembedahan Pergigian
PPTM	: Penolong Pegawai Teknologi Maklumat
PTM	: Pegawai Teknologi Maklumat
PT(KEW)	: Pembantu Tadbir (Kewangan)
PT(P/O)	: Pembantu Tadbir (Perkeranian/Operasi)

	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman : 3/5
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	<b>PROSEDUR RAWATAN PERGIGIAN</b>	Tarikh : <del>25/06/2021</del> <u>29/10/2021</u>


## 5.0 PROSES TERPERINCI

Tanggungjawab	Carta Alir	Perincian	Rekod/ Dokumen Rujukan
PP/JP/PPP/PPK/ PO	 <pre> graph TD     A([5.1 Mula]) --&gt; B[5.2 Terima dan Daftar Pelanggan]     B --&gt; C[5.3 Laksana Rawatan Pergigian]     C --&gt; D[5.4 Laksanakan Tindakan Lanjutan Mengikut Keperluan Pelanggan]     D --&gt; E([5.5 Tamat]) </pre>	<p>5.2 Terima dan daftar pelanggan. Rujuk Panduan Perkhidmatan Pergigian PKU BAB 2 (2.2 A-D)</p> <p>5.3 Laksana rawatan pergigian mengikut keperluan pelanggan. Rujuk Panduan Perkhidmatan Pergigian PKU BAB 2(2.3 C)</p> <p>5.4 Laksanakan tindakan lanjutan mengikut keperluan pelanggan.</p> <p>(a) Ubat, pembayaran, sijil cuti sakit, rujukan ke hospital dan temu janji, rujuk Panduan Perkhidmatan Pergigian BAB 2.3 C</p> <p>(b) Radiologi, rujuk Panduan Perkhidmatan Pergigian BAB 5</p>	<p>Dokumen Rujukan Rujuk 3.0</p> <p>Rekod Rujuk 6.0</p> <p>Panduan Perkhidmatan Pergigian PKU BAB2 (2.2 A-D)</p> <p>Panduan Perkhidmatan Pergigian PKU BAB 2(2.3C)</p> <p>Panduan Perkhidmatan Pergigian BAB 2.3C</p> <p>Panduan Perkhidmatan Pergigian BAB 5</p>

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	<b>Kod Dokumen : UPM/OPR/PKU/P002</b>	No. Isu : 02
	<b>PROSEDUR RAWATAN PERGIGIAN</b>	Tarikh : <del>25/06/2021</del> <u>29/10/2021</u>

## 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	<b>Pangkalan Data “Dental Consultation Screen” (Elektronik)</b>	PTM/PPTM	PTM/PPTM	Server di iDEC, UPM Kekal	Ketua Pengarah Arkib Negara Malaysia
2.	<b>Buku Sijil Cuti Sakit</b>	JP/PPP/PO/PPK	PRJ(PTJ)/PT(P/O)	Bilik Rawatan Pergigian/PA 5 tahun	Ketua Pengarah Arkib Negara Malaysia
3.	<b>Buku Rekod Pergigian (manual) Sistem Tergendala</b>	JP/PPP/PO/PPK	PRJ(PTJ)/PT(P/O)	<b>Kaunter Pendaftaran, Perkhidmatan Pergigian</b> 5 tahun	Ketua Pengarah Arkib Negara Malaysia
4.	<b>Kad Pergigian (Semasa Sistem Tergendala)</b> <ul style="list-style-type: none"><li>Kad Pergigian (OPR/PKU/BR02/Kad Gigi)</li></ul>	JP/PPP/PO	PRJ(PTJ)/PT(P/O)	<b>Kaunter Pendaftaran, Perkhidmatan Pergigian</b> <del>Bahagian Pendaftaran</del> 3 bulan	Ketua Pengarah Arkib Negara Malaysia
5.	<b>Kad Stok (OPR/PKU/BR13/KS)</b>	JP/PPP/PO	PRJ(PTJ)/PT(P/O)	<b>Bilik Bekalan, Perkhidmatan Pergigian</b> 7 tahun	Ketua Pengarah Arkib Negara Malaysia
6.	<b>Laporan Harian Penggunaan Autoclave</b> <ul style="list-style-type: none"><li>Borang Penilaian Suciama (OPR/PKU/<del>SS08</del> <u>BR08</u>/Suciama)</li></ul>	PPP/PO	PRJ(PTJ)/PT(P/O)	<b>Bilik SSU, Perkhidmatan Pergigian</b> 1 tahun	Ketua Pengarah Arkib Negara Malaysia
7.	<b>Senarai Semak Peralatan Pergigian</b> <ul style="list-style-type: none"><li>Senarai Semak Peralatan Pergigian (OPR/PKU/SS02/Alat)</li></ul>	JP/PPP/PO/PPK	PRJ(PTJ)/PT(P/O)	<b>Bilik Pentadbiran, Perkhidmatan Pergigian</b> 1 tahun	Ketua Pengarah Arkib Negara Malaysia

	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman : 5/5
	<b>PUSAT KESIHATAN UNIVERSITI</b> <b>Kod Dokumen : UPM/OPR/PKU/P002</b>	No. Semakan : <del>06-07</del>
	<b>PROSEDUR RAWATAN PERGIGIAN</b>	No. Isu : 02 Tarikh : <del>25/06/2021</del> <u>29/10/2021</u>

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
8.	<del>Buku</del> Rekod Pelupusan Bekalan Pergigian Perkhidmatan Pergigian PKU UPM	JP/PPP/PO/PPK	PRJ(PTJ)/PT(P/O)	Bilik Pentadbiran, Perkhidmatan Pergigian  5 Tahun	Ketua Pengarah Arkib Negara Malaysia
9.	Buku Rekod Pendaftaran X-Ray (Pergigian)	PPP/PO/PPK	PRJ(PTJ)/PT(P/O)	Bilik X-ray, Perkhidmatan Pergigian  5 Tahun	Ketua Pengarah Arkib Negara Malaysia
10.	Rekod Suhu Peti Sejuk Bilik Bekalan Perkhidmatan Pergigian ( <del>Stor &amp; Farmasi Pergigian</del> )  • Borang Rekod Suhu (OPR/PKU/BR13/Suhu)	PPP/PO	PRJ(PTJ)/PT(P/O)	Bilik Bekalan, Perkhidmatan Pergigian  1 tahun	Ketua Pengarah Arkib Negara Malaysia
11.	Rekod Bekalan Perkhidmatan Pergigian  • Salinan Borang Pengeluaran Bekalan (OPR/PKU/BR05/PB)	PPP/PO	PRJ(PTJ)/PT(P/O)	Bilik Pentadbiran, Perkhidmatan Pergigian  1 tahun	Ketua Pengarah Arkib Negara Malaysia



OPERASI PERKHIDMATAN  
SOKONGAN

PUSAT KESIHATAN UNIVERSITI

Kod Dokumen:

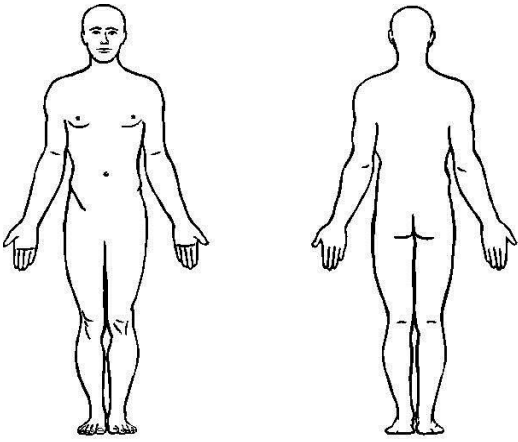
OPR/PKU/BR10/REHAB

REHABILITATION SERVICES REFERRAL

(To be filled up by referring Doctor)

DATE	
<del>DOCTOR</del>	
NAME	
ID / STAFF NO. / MATRIC	
AGE	
SEX	
CONTACT NO.	
<del>DATE OF REFERRAL</del>	
CLINICAL HISTORY / DIAGNOSIS E.g.: Post operation, DM, Cardiac condition	
<u>X-RAY/ CT SCAN/ MRI</u>	
CONTRA-INDICATION / PRECAUTIONS E.g.: Infection disease, allergy, pregnancy	
Pace Maker/Hearing Aid	

Please mark the affected body part/s

	OTHERS: (PLEASE SPECIFY)
---	--------------------------

\_\_\_\_\_  
Doctor :  
STAMP/SIGNATURE:

For office use only

<u>Referred from</u>		Appointment by ( <u>stamp/sign</u> )	
Date received		Physiotherapist	Patient
Time received			
Appointment date			



OPERASI PERKHIDMATAN SOKONGAN

PUSAT KESIHATAN UNIVERSITI  
Kod Dokumen: OPR/PKU/BR13/ID-eKlinik

BORANG PERMOHONAN ID SISTEM eKLINIK

A. MAKLUMAT PENYELIA																																					
1.	Nama dan No Staf :																																				
2.	No. Tel. Pejabat & Tel Bimbit :																																				
3.	Emel :																																				
B. MAKLUMAT PENGGUNA																																					
1.	Nama dan No Staf/No. Matrik :																																				
2.	No. K.Pengenalan/ Passport :																																				
3.	Seksyen: :																																				
4.	Emel :																																				
5.	No. Tel. Pejabat & Tel Bimbit :																																				
6.	Maklumat perkhidmatan :																																				
(sila tanda <input checked="" type="checkbox"/> di ruang yang berkaitan)																																					
<input type="checkbox"/> Tetap																																					
<input type="checkbox"/> Kontrak, sila nyatakan tarikh tamat kontrak : _____																																					
<input type="checkbox"/> Sambilan, sila nyatakan tarikh tamat kontrak : _____																																					
<input type="checkbox"/> Lain-lain, sila nyatakan status perkhidmatan dan tarikh tamat perkhidmatan: _____																																					
7.	Modul Yang Perlu Diakses :																																				
<table border="0"> <tr> <td><input type="checkbox"/></td> <td>Billing-Admin References (RMS)</td> <td><input type="checkbox"/></td> <td>Procedure-Pharmacy (PHIMS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Dental-Consultation-Administrtor (USMS)</td> <td><input type="checkbox"/></td> <td>Radiology-Procedure (PMS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Laboratory-Audit (USMS)</td> <td><input type="checkbox"/></td> <td>Registration-Radiology (RIMS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Medical-Consultation-Billing (PMS)</td> <td><input type="checkbox"/></td> <td>Statistic-reg BTM (PMS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Pharmacy-Dental (PMS)</td> <td><input type="checkbox"/></td> <td>Stock-Registration (PMS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Laboratory (LIMS)</td> <td><input type="checkbox"/></td> <td>Statistic (SIMS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Medical Check Up (PMS)</td> <td><input type="checkbox"/></td> <td>Stock (PHIMS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Medical Doctors (PMS)</td> <td><input type="checkbox"/></td> <td>User References (RMS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Patient Queue (PQMS)</td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/>	Billing-Admin References (RMS)	<input type="checkbox"/>	Procedure-Pharmacy (PHIMS)	<input type="checkbox"/>	Dental-Consultation-Administrtor (USMS)	<input type="checkbox"/>	Radiology-Procedure (PMS)	<input type="checkbox"/>	Laboratory-Audit (USMS)	<input type="checkbox"/>	Registration-Radiology (RIMS)	<input type="checkbox"/>	Medical-Consultation-Billing (PMS)	<input type="checkbox"/>	Statistic-reg BTM (PMS)	<input type="checkbox"/>	Pharmacy-Dental (PMS)	<input type="checkbox"/>	Stock-Registration (PMS)	<input type="checkbox"/>	Laboratory (LIMS)	<input type="checkbox"/>	Statistic (SIMS)	<input type="checkbox"/>	Medical Check Up (PMS)	<input type="checkbox"/>	Stock (PHIMS)	<input type="checkbox"/>	Medical Doctors (PMS)	<input type="checkbox"/>	User References (RMS)	<input type="checkbox"/>	Patient Queue (PQMS)		
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<input type="checkbox"/>	Patient Queue (PQMS)																																				
8.	Maklumat Permohonan :																																				
<table border="0"> <tr> <td><input type="checkbox"/></td> <td>ID Baharu</td> <td><input type="checkbox"/></td> <td>Pengaktifan Semula ID</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Penambahan modul</td> <td><input type="checkbox"/></td> <td>Nyahaktif ID</td> </tr> </table>		<input type="checkbox"/>	ID Baharu	<input type="checkbox"/>	Pengaktifan Semula ID	<input type="checkbox"/>	Penambahan modul	<input type="checkbox"/>	Nyahaktif ID																												
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<input type="checkbox"/>	Penambahan modul	<input type="checkbox"/>	Nyahaktif ID																																		
9.	Ulasan (sebab-sebab permohonan) :																																				



OPERASI PERKHIDMATAN SOKONGAN

PUSAT KESIHATAN UNIVERSITI  
Kod Dokumen: OPR/PKU/BR13/ID-eKlinik

BORANG PERMOHONAN ID SISTEM eKLINIK

DISAHKAN OLEH

\_\_\_\_\_  
Tandatangan, Nama dan Cap Pengesahan  
Penyelia

Tarikh:

DILULUSKAN/TIDAK DILULUSKAN

\_\_\_\_\_  
Tandatangan, Nama dan Cap Pengesahan  
Ketua PTJ/Wakil Diberi Kuasa

Tarikh:

**C. Pengesahan Tindakan**

\_\_\_\_\_  
Nama:  
Jawatan:  
Tarikh:

ULASAN :





**OPERASI PERKHIDMATAN SOKONGAN**  
**PUSAT KESIHATAN UNIVERSITI**  
**Kod Dokumen: OPR/PKU/SS02/ALAT**

**SENARAI SEMAK PERALATAN PERGIGIAN**

**BILIK RAWATAN PERGIGIAN:**..... **BULAN :**.....

BIL	PERALATAN PERGIGIAN	STATUS TERKINI	HILANG	ROSAK	PENAM-BAHAN(+)
<b>EXAMINATION SET/ <u>FILLING INSTRUMENT</u></b>					
1	Clinical Sets				
2	Examination Tray				
3	Tweezer				
4	Spatula (metal)				
5	Spatula (plastic)				
6	Dental bib clips				
7	Perio Dental Probe				
8	Amalgam Carrier				
9	Amalgam Carver				
10	Amalgam Plugger				
11	Mortenson Condenser				
12	Burnisher				
13	Dycal Applicator				
14	Excavator				
15	Plastic Instruments				
16	Siqveland Matrix Band Holder (Narrow)				
17	Siqveland Matrix Band Holder (Wide)				
18	GIC capsule applier				
19	Light Cure Shield				
20	Amalgamator (S/N: )				
21	Light curing unit (S/N: )				
<u>22</u>					
<u>23</u>					
<u>24</u>					

**FILLING INSTRUMENTS — EXTRACTION INSTRUMENTS**

<b><u>PAEDIATRIC FORCEPS</u></b>					
1	Upper Incisors				
2	Upper Canines				
3	Upper Molar Left				
4	Upper Molar Right				
5	Lower Incisors				
6	Lower Molar				
<u>7</u>					
<u>8</u>					
<u>9</u>					
<b><u>ADULT FORCEPS</u></b>					
<del>7</del> <u>1</u>	Upper Incisors				
<del>8</del> <u>2</u>	Upper Pre Molars				
<del>9</del> <u>3</u>	Upper Molar Left				
<del>10</del> <u>4</u>	Upper Molar Right				

<del>41</del> <u>5</u>	Upper Molar 8				
<del>42</del> <u>6</u>	Upper Root				
<del>43</del> <u>7</u>	Upper Cow Horn				
<del>44</del> <u>8</u>	Lower Incisors				
<del>45</del> <u>9</u>	Lower Pre Molars				
<u>10</u>	<u>Lower Molar</u>				
<u>11</u>	<u>Lower Root</u>				
<u>12</u>	<u>Lower Cow Horn</u>				
<u>13</u>	<u>Dual Root Forceps</u>				
<u>14</u>					
<u>15</u>					
<u>16</u>					
<u>17</u>					
<u>18</u>					
<u>19</u>					
<u>20</u>					

**EXTRACTION INSTRUMENTS (PAEDIATRIC FORCEPS)**

1	Lower Molar				
2	Lower Root				
3	Lower Cow Horn				
4	Dual Root Forceps				

**SURGICAL INSTRUMENTS**

1	Bone File				
2	Langenback Retractor				
3	Periosteal Elevators				
4	Coupland No. 1				
5	Coupland No. 2				
6	Coupland No. 3				
7	Cryers Left				
8	Cryers Right				
9	Cryers Straight				
10	Warwick James Left				
11	Warwick James Right				
12	Warwick James Straight				
13	Tissues Forceps				
14	Bone Rongeurs				
15	Scalpel Holder				
16	Curette				
17	Bone Hammer				
18	Scissor Curve				
19	Scissor Straight				
20	Mosquito Forceps (Suture Handle)				
<a href="#">21</a>					
<a href="#">22</a>					
<a href="#">23</a>					
<a href="#">24</a>					
<a href="#">25</a>					

**ENDODONTIC INSTRUMENTS**

1	Endo Set				
2	Metal Ruler				
3	Rubber dam frame				
4	Rubber dam forcep				
5	Rubber dam puncher				
6	Clamp anterior				
7	Clamp premolar				
8	Clamp posterior				
9	Clip film x-ray				
10	Apex locator (S/N: )				
<a href="#">11</a>					
<a href="#">12</a>					
<a href="#">13</a>					
<a href="#">14</a>					

**OTHERS**

1	Bunsen Burner				
2	Cheatle Forcep				
3	Dappen Glass				

4	Dental Syringes				
5	Face Shield				
6	Gallipot Medium				
7	Gallipot Small				
8	Glass Slab				
9	Clear Goggles (assistant)				
10	Red Goggles (patient)				
11	Jar Cheatle				
12	Kidney Dish				
13	Medium Dressing Jar With Lid				
14	Medium Tray With Lid				
15	Small Dressing Jar With Lid				
16	Small Medium Tray With Lid				
17	Tumbler (M)				
18	Tumbler (S)				
19	Mouth probe (M)				
20	Mouth probe (L)				
21	Mouth probe (S)				
22	Cheek retractor (S) (plastic)				
23	Cheek retractor (M) (plastic)				
24	Cheek retractor (metal)				
25	Scissor Crown				
26	High suction				
27	Standbur 30 hole				
28	Pulp Tester (S/N: )				
<a href="#">29</a>					
<a href="#">30</a>					

**ORTHODONTIC INSTRUMENTS**

1	Coon Style Ligature Plier				
2	Optical Style Plier				
3	Weingart Plier				
4	Straight Utility Plier				
5	Band Removing Plier				
6	Distal End Cutter Plier				
7	Adam Plier				
8	Light Wire Plier				
9	Heavy Duty Wire Cutter				
10	Ligature Cutter				
11	Bracket Holder Tweezer				
12	Mosquito Forcep Curved (medium)				
13	Mosquito Forcep Curved (small)				
14	Mosquito Forcep Straight (medium)				
15	LeCron Wax Carver				
16	Syringe				
17	Band Seater				
18	Cheek retractor				
19	Clinical Set (mouth mirror+tweezer+probe double ended)				
<a href="#">20</a>					
<a href="#">21</a>					
<a href="#">22</a>					

<p><b><u>STATUS PERALATAN:</u></b></p>	<p>1. <u>HILANG</u> : _____ <u>UNIT</u></p> <p>2. <u>ROSAK</u> : _____ <u>UNIT</u></p> <p>3. <u>PENAMBAHAN</u> : _____ <u>UNIT</u></p> <p>4. <u>LAIN-LAIN</u> :</p>
<p><b>DISEMAK OLEH: (NAMA &amp; T/TANGAN)</b></p>	
<p><b>DISAHKAN OLEH: (T/TANGAN &amp; COP)</b></p>	