



**QUEZON CITY GOVERNMENT
Quezon City General Hospital
Hemodialysis Unit
CITIZEN'S CHARTER**



Hemodialysis Treatment

Schedule of Availability of Service

Days : Mondays – Sundays
Hours : 24 hours without noon break
Who May Avail of the Service : Admitted Patients at QCGH
Documentary Requirements : Doctors Order Sheet
 Consent Form (Informed)
 Hemodialysis Treatment Sheet
Processing Period : 2- 7 Hours

STEP	APPLICANT / CLIENT	SERVICE PROCESS	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Schedule of Treatment and Requirements (Latest laboratory eg; Hematology, Blood Chemistry, Hepa Profile)	Received prescription and Confirmation (Schedule of treatment) Validation of Hemodialysis Prescription.	5-10 mins	Cashier clerk	c/o PhilHealth. c/o LGN	Patient's Chart Doctor's order sheet
2	Preparation	Prepare hemodialysis Machine and Supplies and priming of Dialyzer.	30-40 minutes	Hemodialysis Nurse	None	Consent Form History and examination form. Hemodialysis Treatment Sheet
3	Admission to Hemodialysis Unit.	Check patient's signed consent. History taking and physical examination.	10-15 mins	Physician Duty or Resident on duty. Physician on Duty.		
4	Pre-Dialysis sssessment.	Pre- HD assessment which includes Physical exam	10-20 mins	Physician on duty (POD) Hemodialysis Nurse	None	Hemodialysis Treatment Sheet
5	Hemodialysis Treatment	Initiate Hemodialysis treatment Monitor patient during treatment	4-6 hours	Hemodialysis Nurse		Hemodialysis Treatment Sheet
6	Post Dialysis Assessment	Post-Assessment includes vital signs and post HD weight. Assess HD access and administer access care.	10-20 mins			
7	Endorsement	Nurse to nurse endorsement to respective area.	10-15 minutes			Patient's Chart

END of TRANSACTION

