



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 PROVIDER	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) None	Patient's Chart Doctor's order sheet
2	Preparation	Prepare hemodialysis Machine and Supplies and priming of Dialyzer.	30-40 minutes	Hemodialysis Nurse		Doctor's order 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.		Consent Form History and examination form. Hemodialysis Treatment Sheet
4	Pre-Dialysis Assessment.	Pre- HD assessment which includes Physical exam	10-20 mins	Physician on duty (POD) Hemodialysis Nurse		Hemodialysis Treatment Sheet
5	Hemodialysis Treatment	Initiate Hemodialysis treatment Monitor patient during treatment	4-6 hours			Hemodialysis Treatment Sheet
6	Post Dialysis Assessment	Post-Assessment includes vital signs and post HD weight.	10-20 mins		None	

		Assess HD access and administer access care.		Hemodialysis Nurse		
7	Endorsement	Nurse to nurse endorsement to respective area.	10-15 minutes			
END of TRANSACTION						

