



QUEZON CITY GOVERNMENT
Quezon City General Hospital



HOSPITAL EPIDEMIOLOGY SURVEILLANCE UNIT
CITIZEN'S CHARTER

**COLLECTION AND SUBMISSION OF DATA ON: (A) RAT AND RT-PCR; (B) ADVERSE EVENT FOLLOWING IMMUNIZATION;
(C) COVID-19-RELATED REPORTS; (D) EPIDEMIC-PRONE DISEASE CASE SURVEILLANCE – INFORMATION SYSTEM**

Schedule of Availability of Service

Days	:	Mondays – Sundays
Hours	:	8:00AM -5:00PM
Who May Avail of the Service	:	DOH – Regional Epidemiologic Surveillance Unit (RESU), District Epidemiology Surveillance Unit, Quezon City Epidemiology Surveillance Unit
Documentary Requirements	:	Case Investigation Form (CIF) Case Report Form (CRF) rT-PCR official results RAgT official results Vaccination card or certificates Event-based Surveillance Report (ESR) Death certificates Laboratory Results
Processing Period	:	8 hours
How to avail of the Service		

STEP	ACTIVITY/PROCEDURE		DURATION OF ACTIVITY	PERSON RESPONSIBLE	FEES	FORMS
	APPLICANT/CLIENT	SERVICE PROVIDER				
1	<ul style="list-style-type: none">DOH's Regional Epidemiology Surveillance Unit (RESU)District epidemiology surveillance unitQuezon City Epidemiology Surveillance Unit	<p>The Disease Surveillance Officer (DSO) collects the following data and documents:</p> <p>A. Case Investigation Forms (CIF), SARS-Cov2 Reverse Transcriptase-Polymerase Chain Reaction (rT-PCR) and Rapid</p>	120 minutes	Disease Surveillance Officer (DSO)	none	<ul style="list-style-type: none">Case Investigation Form (CIF)Case Report Form (CRF)rT-PCR official resultsRAgT official results



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		Antigen Test (RAgT) results from the Department of Pathology for TKC B. ESR forms for VigiFlow C. Death Certificates and Vaccination Status D. Case report forms (CRF)				<ul style="list-style-type: none">• Vaccination card or certificates• Event-based Surveillance Report (ESR)• Death certificates• Laboratory Results
2	<ul style="list-style-type: none">• DOH's Regional Epidemiology Surveillance Unit (RESU)• District epidemiology surveillance unit• Quezon City Epidemiology Surveillance Unit	The DSO collates the forms according to the date the procedure is done and validate the forms submitted for completeness and accuracy of the contents	50 minutes	Disease Surveillance Officer (DSO)	none	<ul style="list-style-type: none">• Case Investigation Form (CIF)• Case Report Form (CRF)• rT-PCR official results• RAgT official results• Vaccination card or certificates• Event-based Surveillance Report (ESR)• Death certificates• Laboratory Results
3	<ul style="list-style-type: none">• DOH's Regional Epidemiology Surveillance Unit (RESU)• District epidemiology surveillance unit• Quezon City Epidemiology Surveillance Unit	If discrepancies are noted, the DSO will inform the swabber, NOD, ROD regarding incorrect or lacking information to rectify the errors found on the forms	60 minutes	Disease Surveillance Officer (DSO)	none	<ul style="list-style-type: none">• Case Investigation Form (CIF)• Case Report Form (CRF)• rT-PCR official results• RAgT official results• Vaccination card or certificates• Event-based Surveillance Report (ESR)



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PROVISION OF EPIDEMIOLOGIC DATA FOR HOSPITAL-WIDE USE

Schedule of Availability of Service

Days	:	Daily census reporting thru Hospital Dashboard Monthly reporting of censuses during section heads meeting Quarterly and Annual Accomplishments reports
Hours	:	24 hours without noon break
Who May Avail of the Service	:	Hospital Director's Office Infection Prevention and Control Committee Medical and Nursing Staff Ancillary Division Staff Planning Development, Education and Research (PDER) Emergency department Engineering
Documentary Requirements	:	Case Investigation Form (CIF) Case Report Form (CRF) rT-PCR official results RAgT official results Vaccination card or certificates Event-based Surveillance Report (ESR) Death certificates Laboratory Results
Processing Period	:	6 HOURS
How to avail of the Service		



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STEP	ACTIVITY/PROCEDURE		DURATION OF ACTIVITY	PERSON RESPONSIBLE	FEES	FORMS
	APPLICANT/CLIENT	SERVICE PROVIDER				
1	<ul style="list-style-type: none"> Hospital Director's Office Infection Prevention and Control Committee Medical and Nursing Staff Ancillary Division Staff Planning Development, Education and Research (PDER) Emergency department Engineering 	<p>The assistant HESU Head collates all the data for the entire month from different sources:</p> <ul style="list-style-type: none"> A. RAgT and rT-PCR Results B. Adverse effects of immunizations C. Mortality D. Covid-19-related events E. Notifiable diseases 	120 minutes	Disease Surveillance Officer (DSO)	none	<ul style="list-style-type: none"> Case Investigation Form (CIF) Case Report Form (CRF) rT-PCR official results RAgT official results Vaccination card or certificates Event-based Surveillance Report (ESR) Death certificates Laboratory Results
2	<ul style="list-style-type: none"> Hospital Director's Office Infection Prevention and Control Committee Medical and Nursing Staff Ancillary Division Staff Planning Development, Education and Research (PDER) Emergency department Engineering 	Encoding of information on spreadsheet for tallied and validated data provision	120 minutes	Disease Surveillance Officer (DSO)	none	<ul style="list-style-type: none"> Case Investigation Form (CIF) Case Report Form (CRF) rT-PCR official results RAgT official results Vaccination card or certificates Event-based Surveillance Report (ESR) Death certificates Laboratory Results
3	<ul style="list-style-type: none"> Hospital Director's Office Infection Prevention and Control Committee Medical and Nursing Staff Ancillary Division Staff Planning Development, 	Together with the HESU head, analysis and formulation of recommendation/s are made	60 minutes	Disease Surveillance Officer (DSO)	none	<ul style="list-style-type: none"> Case Investigation Form (CIF) Case Report Form (CRF) rT-PCR official results RAgT official results Vaccination card or



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