



## 2. Dialysis Assistance (Eposino and Dialyzer)

Dialysis Assistance (Eposino & Dialyzer), the free medicines given monthly to dialysis patients for their treatment.

<b>Office or Division:</b>	PGO- Special Assistance Program & 1Bataan Malasakit Dialysis Assistance
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	ALL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>*Updated dialysis protocol with signature &amp; license number of the doctor ( 1 original, 1 photocopy)</li> <li>*Updated medical abstract (with signature &amp; license number of doctor) (1 original , 1 Photocopy)</li> <li>*Updated prescription of eposino &amp; dialyzer (with signature &amp; license number of doctor (1 original &amp; 1 photocopy)</li> <li>*Letter to Gov. Jose Enrique S. Garcia III (Handwritten)</li> <li>*Valid id of patients &amp; representatives (1 original &amp; 1 photocopy)</li> <li>*Supporting documents (Birth Certificate, Marriage Certificate, Affidavit of Cohabitation) (1 original , 1 photocopy)</li> <li>*Sedula (optional) (1 photocopy)</li> <li>*Brgy. indigency</li> <li>*Authorization letter of patient</li> <li>*Cooler with Ice</li> </ul>		The requirements secure in every satellite office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signs the attendance	1. Collects the client information	None	30 seconds	<i>Administrative Aide III Executive Assistant II/ SAP Coordinator SAP</i>
2. Submits the requirements	2.1 Checks the requirements > if complete proceed to registration; > if not the assigned staff will instruct the client to complete the list of requirements.	None	30 seconds	<i>Administrative Assistant I Executive Assistant II/ SAP Coordinator SAP</i>



	<p>2.2 Encodes the client's record, then register to the system</p> <p>2.3 Prints the general intake sheet, and give it to the client.</p>	None	30 seconds	<p><i>Computer Operator I</i>  <i>Executive Assistant II/</i>  <i>SAP Coordinator</i>  <i>SAP</i></p>
3. Checks and sign the General Intake Sheet, then return to the assigned staff.	3.1 Receives the signed general intake sheet and interview the client for additional information.	None	1 minute	<p><i>Administrative Assitant III</i>  <i>Executive Assistant II/</i>  <i>SAP Coordinator</i>  <i>SAP</i></p>
	<p><b>Charge slip</b></p> <p>3.2 Assess the patient's prescription to determine how many eposino and dialyzers they need.</p> <p>3.3 Issue the charge slip, then have the designated staff sign it.</p>	None	30 seconds	<p><i>Community Affairs Officer I</i>  <i>Executive Assistant II/</i>  <i>SAP Coordinator</i>  <i>SAP</i></p>
	<p><b>Finance</b></p> <p>3.4 Check the system and Google Drive balances, then record the amount of medicine (Eposino&amp;Dialyzer) to released.</p> <p><b>Requisition and Issue Slip/ Stock card</b></p> <p>3.5 Manual encoding for releasing of medicine (Eposino and Dialyzer), and give it to the client for signing.</p>	None	1 minute	<p><i>Administrative Aide III</i>  <i>Executive Assistant II/</i>  <i>SAP Coordinator</i>  <i>SAP</i></p>
4. Checks and signs the Requisition and Issue Slip/ Stock Card, and return to the assigned staff.	4. Releases of the medicines (Eposino and Dialyzer).	None	1 minute	<p><i>Administrative Aide III</i>  <i>Executive Assistant II/</i>  <i>SAP Coordinator</i>  <i>SAP</i></p>
<b>TOTAL:</b>		<b>None</b>	<b>5 minutes</b>	