



Department of Health  
SAN LAZARO HOSPITAL

**CITIZEN'S CHARTER  
MANUAL**



DOCUMENT CODE:

EMC-001

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DATE EFFECTIVE:

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**DEPARTMENT:** Employees Medical Clinic

**PROCESS 1:** Pre-exposure Prophylaxis

**Schedule of Services:**

Monday to Friday – 8am to 4 pm (3pm cut-off time)

**Services Provided To:**

Employees

**Requirements Needed:**

Employee's ID

**Duration:**

20 mins – 45 mins

Step	Activities	Forms	Fees	Response Time	Person Responsible
1	Assessment of patient if eligible for PEP	None	None	3-5 mins	Nursing Attendant/Nurse
2	Issuance of PEP card and blotter sheet (Pag kuha ng PEP card ng pasyente and pagbigay ng blotter/ chart)	Pre- exposure Prophylaxis Card/Blotter sheet	None	3-5 mins.	Nursing Attendant/ Nurse
3	Consultation	Pre- exposure Prophylaxis Card/Blotter sheet/Medical Prescription	None	5-15 mins.	Resident on Duty
4	Schedule of Vaccination	Pre- exposure Prophylaxis Card/Blotter sheet	None	1-3 mins	Resident on Duty
5	Proceed to Pharmacy Releasing area (Pag kuha ng gamot o karayom na gagamitin sa releasing area)	Medical Prescription	None	3-5 mins	Pharmacist
6	Proceed to the injection area (Magpabakuna sa injection area)	Pre- exposure Prophylaxis Card/Blotter sheet	None	5-10 mins.	Nurse on duty
<b>END OF TRANSACTION</b>					

**Waiting time/ Queuing not included (hindi kasali ang oras ng pila)**