

PRIVATE	SERVICE
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Human Organ Preservation Effort
National Kidney and Transplant Institute

**Checklist of Documentary Requirements for Living Non-Related Donation
(Control No. 2022-_____)**

Name of Person Submitting: _____ Contact No. 8981-0300 local 4413 Address: HOPE Office, 4 th Floor Diagnostic Building, NKTi, East Ave., Quezon City	
Name of the Donor / Age/ Sex _____ Contact No. _____ Address _____ Name of Doctor: _____ <div style="border: 1px solid black; width: 200px; height: 150px; margin: 20px auto; text-align: center;"> (3 PCS) 2 X 2 LATEST COLORED ID PHOTO </div>	Name of the Recipient / Age/ Sex _____ Contact No. _____ Address: _____ Name of Doctor: _____ <div style="border: 1px solid black; width: 200px; height: 150px; margin: 20px auto; text-align: center;"> (3 PCS) 2 X 2 LATEST COLORED ID PHOTO </div>
**KINDLY SUBMIT 1 SET ORIGINAL AND 1 SET PHOTOCOPY OF ALL REQUIREMENTS BELOW	
1. Letter of Request from Attending Physician or Social Worker	
2. Medical Abstract of Patient and Donor	
3. Medical Evaluation Certificate (form to be provided in HOPE office and notarized after signing. Need to attach medical abstract and/or affidavit from next of kin supporting reason why they are not considered donors for the patient)	
4. PSA Birth Certificate of Recipient and Donor	
5. PSA-Marriage Certificate (if recipient and/or donor is female, and married)	
6. PSA Birth Certificates of Parents (as needed based on relationship claim)	
7. Photocopy of at least 2 valid IDs (Donor: NBI Clearance and any other valid government ID – National ID, Passport, UMID, PWD ID, SSS ID, Postal ID, Driver’s License, PRC ID, Police Clearance; Recipient: any two (2) of above IDs)	
8. Notarized Joint Affidavit of Proof of Relationship	
9. Notarized Joint Affidavit of Two Disinterested Person	
10. Deed of Donation (Consent for Kidney Donation)	(Forms to be provided and signed in HOPE office; Notarized after signing)
11. Informed Consent of Donor (Consent to Donate with Acceptance)	
12. Oath of Undertaking	
13. Psychological Evaluation of Donor & Recipient (NKTi or SLMC accredited Psychiatrist or Clinical Psychologist)	
14. Pre-transplantation Orientation (PTO) Certificate (c/o HOPE office)	
15. Blood Typing result of Donor & Recipient (done at NKTi lab)	
16. (T-Cell) Tissue Crossmatching Result (required) & Tissue Typing (optional, if available)	
17. Proof showing that transplant candidate and potential donor have known each other substantially (e.g., pictures)	
18. Proof of Residency from Barangay	
19. Donor’s PhilHealth MDR & Proof of Contribution (1 year payment)	
20. HTEC Donor Evaluation Fee (get charge slip in HOPE office; Php 5,000)	
21. Others:	
22. Report from the Social Worker (c/o HOPE Social Worker for private cases or MSSD Social Worker for service cases)	

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NO.	PROCESS FLOW	ASSIGNED PERSON	TIME INTERVAL	DATE ACCOMPLISHED
START				
STEP 1	PRESENT REFERRAL LETTER TO HOPE	RECIPIENT	5 MINS	
STEP 2	REGISTER IN HOPE E-LOGBOOK	RECIPIENT	10 MINS	
STEP 3	EXPLAIN AND PROVIDE CHECKLIST OF REQUIREMENTS	HOPE STAFF	10-20 MINS	
STEP 4	EVALUATE REQUIREMENTS FOR CORRECTNESS AND COMPLETENESS	HOPE STAFF	15 MINS	
STEP 5	SUBMIT REQUIREMENTS TO HOPE	RECIPIENT – DONOR PAIR	15-30 MINS	
COMPLETE REQUIREMENTS RECEIVED IN HOPE OFFICE BY HOPE STAFF				
STEP 6	SIGNING OF CONSENT FORMS (The following must be present in HOPE Office: 1) Recipient, 2) Donor, 3) Witness of Recipient, 4) Witness of Donor)	RECIPIENT- DONOR PAIR / HOPE STAFF	30 MINS	
STEP 7	SOCIAL WORKER INTERVIEW EVALUATION	MSSD / HOPE RSW	30 - 45 MINS	
STEP 8	SUBMISSION OF SOCIAL WORKER WRITTEN REPORT	MSSD/ HOPE RSW	WITHIN 3 WORKING DAYS AFTER DATE OF INTERVIEW	
STEP 9	SUBMIT CASE TO HOSPITAL TRANSPLANT ETHICS COMMITTEE (HTEC)	HOPE STAFF	EVERY FRIDAYS OF THE WEEK OR EARLIER	
STEP 10	PANEL INTERVIEW / HTEC EVALUATION	HTEC MEMBERS	EVERY 2 ND AND 4 TH MONDAY'S OF THE MONTH OR AS NEEDED	
STEP 11	NOTIFY PATIENT AND ATTENDING DOCTOR ON HTEC DECISION (Approved, Disapproved, or Pending)	HTEC SECRETARY	24 HRS AFTER INTERVIEW	
STEP 12	RELEASE OF HTEC CERTIFICATION	HTEC SECRETARY	WITHIN 2 DAYS AFTER HTEC APPROVAL	
STEP 13	INSTRUCT TO PURCHASE HANDBOOK FOR RECIPIENT AND DONOR IN HOPE OFFICE	HOPE STAFF	5 MINS	
STEP 14	SUBMIT CASE TO DONOR ADVOCATE (DA) OF THE WEEK	HOPE STAFF	WITHIN 24 HRS AFTER DATE OF HTEC APPROVAL	
STEP 15	SECURE DONOR ADVOCATE APPROVAL (All donor labs must be complete and summary of lab results must be submitted)	HOPE	WITHIN 3 WORKING DAYS FROM DATE OF SUBMISSION TO DA	
STEP 16	NOTIFY PATIENT AND ATTENDING DOCTOR ON DONOR ADVOCATE DECISION	HOPE STAFF	WITHIN 24 HRS AFTER DA APPROVAL	
STEP 17	COLLECT CERTIFICATIONS IN HOPE OFFICE	RECIPIENT- DONOR PAIR	PRIOR TO ADMISSION	
STEP 18	RELEASING OF HTEC, DONOR ADVOCATE, AND HOPE CERTIFICATION	HOPE STAFF	30 MINS	
END				

**IMPORTANT NOTE: HOPE WILL NOT ACCEPT AND PROCESS INCOMPLETE DOCUMENTS
FOR INQUIRIES, KINDLY CALL HOPE OFFICE AT 8924-4673/ 0926-053-5000 FROM MONDAY TO FRIDAY (8AM-5PM) ONLY**