Document Title General and Informed Co	المستشفى السعودي الألماني		
Document Category / Level Reviewed Date		Saudi German Ho	
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1. Purpose:

- **1.1.** To identify a process for obtaining consent from patients by designated staff.
- **1.2.** To provide the staff with guidelines regarding the use of general and informed consent and to educate the patients and their families about the informed consent process.
- 1.3. To provide legal protection for both parties patient and medical care providers especially on medico-legal cases.

2. Definitions and Abbreviations:

- **2.1. Competent Person** refers to a person legally capable of consenting and mentally capable of understanding the nature of the procedure and associated risks who reached the age of consent (In UAE LAW it is 18 years of age).
- **2.2. Consent Forms:** Consent forms are standard forms used to obtain permission from the patient/those who make decisions for the patient for medical care (see Attachments).
- **2.3. Incompetent patient:** Is incapable due to a mental or physical condition. Not able to function properly. Not legally qualified.
- **2.4. Informed Consent:** The process of informing a patient about a procedure or treatment so that the patient can make a voluntary, informed decision to accept or refuse to have the procedure or treatment. The patient must be fully informed and understand the information that he or she is provided before giving consent.
- **2.5. Termination of pregnancy on medical grounds** is an induced abortion motivated by medical indications involving the fetus or mother. According to UAE law and regulations, the following elements shall be applied:
 - 2.5.1. First condition: if the pregnancy is considered as danger to the mother's life.
 - 2.5.2. Second condition: in case of any fetus abnormalities confirmed by consultants (Ob-Gyn, pediatric and radiology).
- **2.6. Treating physician:** Is the most responsible physician (MRP), the physician who is responsible for the overall care of the patient.
- 2.7. A&D: Admission and Discharge
- 2.8. AMA: Against Medical Advice
- 2.9. CSR: Customer Service Representative
- 2.10. ED: Emergency department
- **2.11.** MRD: Medical records department

3. Policy Statements:

- **3.1.** The signing of any Saudi German Health consent forms shall be within the regulation of the United Arab Law/ MOH and DHA and shall respect the local culture and customs of the population and community.
- 3.2. It is the hospital policy to ensure that all patients undergoing operative and invasive procedures are allowed to participate in their care decisions. To allow optimum participation, all patients with planned operative/invasive procedures will be provided with adequate information related to the procedure, risks, benefits, alternatives, and potential complications. After adequate information has been provided, informed consent shall be obtained from the patient.
- **3.3.** The patient has the right to withdraw the consent before the procedure is performed. The treating Physician (MRP) shall be informed immediately by the nurse of the occurrence and should be documented in the patient's file.
- **3.4.** Procedures and Treatment requiring Informed Consent:
 - 3.4.1. All procedures performed in the operating room (surgery and procedure consents).
 - 3.4.2. All procedures requiring the use of moderate or deep sedation.
 - 3.4.3. Transfusion of blood and / or blood products.
 - 3.4.4. All types of anesthesia excluding local and topical anesthesia.

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- 3.4.5. Angioplasty, angiography, stenting and coiling.
- 3.4.6. Aspiration procedures from organs or body cavities.
- 3.4.7. Biopsy procedures (all organs and tissues except skin biopsy).
- 3.4.8. Birth control procedures and sterilization operation.
- 3.4.9. Elective cardioversion.
- 3.4.10. Elective central line insertion.
- 3.4.11. Circumcision
- 3.4.12. Cosmetic procedures including injections (e.g. botox injection, implantations, breast reduction and laser and suction).
- 3.4.13. Cystoscopy
- 3.4.14. All kinds of endoscopy.
- 3.4.15. Immunoglobulin Injections (IVig)
- 3.4.16. Lumbar punctures
- 3.4.17. Elective intubation circumstances in ICU
- 3.4.18. Invasive monitoring devices (swan-ganz)
- 3.4.19. Invasive therapeutics (chest tubes, paracentesis)
- 3.4.20. IUCD insertion
- 3.4.21. Release of medical information and photography taking.

3.5. General consent for treatment:

- 3.5.1. General consent must be obtained when the patient is registered for the first time as an outpatient or admitted (admission consent) as an inpatient and updated whenever there are any changes.
- 3.5.2. The General Consent for treatment must be signed by each patient or his/her next of kin upon the first encounter for inpatient admissions, outpatient or Emergency Department visits)
- **3.6.** Specific informed consent must be obtained using the appropriate consent form:
 - 3.6.1. Before any invasive procedures (major or minor surgical procedures) requiring general anesthesia, procedural sedation, high-risk procedures and treatments, and before the use of blood and blood products, radioactive medications, and hazardous medications pose a safety risk, investigational medications and in case of residents are involved in any form of patient care. All available consent are listed.
 - 3.6.2. High-risk consent must be obtained at the discretion of operating surgeon / most responsible physician (MRP) considering the clinical condition of the patient and the nature of the procedure.
 - 3.6.3. The identity of the healthcare provider providing information and education to the patient/family shall be documented in the patients' medical record.
 - 3.6.4. It is the responsibility of most responsible physician (MRP) to obtain Informed Consent prior to the procedure/treatment. This applies also to Community Based Physician (CBD) having a part-time license and is privileged to provide specific procedures/treatments.
 - 3.6.5. In the event of an emergency or life-saving situation, where an surgery / invasive procedure is needed and the patient is unable to give consent and no relative, guardian, or sponsor is available Two (2) physicians (1 MRP and another physician available from the same specialty or anesthesia physician, if second physician from same specialty is not available at that time) and the case to be confirmed by the medical director.
 - 3.6.6. Nursing staff shall sign as a witness on the consent form acknowledging they have witnessed the signing, not the explanation of the procedure (informed consent).
 - 3.6.7. Informed Consent for the elective procedure is valid for each episode of treatment/procedure or related activity such as:
 - 3.6.7.a. Informed Consent/ Anesthesia:

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- 3.6.7.a.1. Valid from the time signed by the patient or the next of kin/legal guardian to the time of the procedures/ treatments is performed
- 3.6.7.a.2. The validity should not exceed 30 days from the date of signature if the patient condition has not changed
- 3.6.7.b. Use of blood and blood products
 - 3.6.7.b.1. Valid per episode of administering or order (maximum validity 30 days).
 - 3.6.7.b.2. For any case requiring blood transfusion, a new consent is mandatory for each episode of transfusion, except wherein a procedure is still ongoing and there is a need for Blood Transfusion, the signed consent for the procedure and the anesthesia is accepted and valid.
- 3.6.8. Chemotherapy/ Radiation Therapy/ Dialysis consents are valid for the whole course of treatment or 90 days (whichever is less) unless there is a change in the plan of treatment due to change in patient's condition on reassessment.
- **3.7.** Consent shall be signed by a competent person (either a patient or next of kin) and filed in the patients' medical record.
- **3.8.** In case the patient is incompetent, minor (under the age of 18 years), or unable to give the consent, the priority of obtaining the consent from the Authorized Representative/ next of kin should be from the relatives up to the fourth degree, as below:
 - 3.8.1. If the patient is a married female, husband consent is prior to the father.
 - 3.8.2. Mother can consent for her children in emergency cases when the father is not present.
 - 3.8.3. For minors of divorced parents, the parent who has the custody is the appropriate person to give consent. However, the other parent has the right to receive information regarding the child's medical condition and/or procedure/treatment.
 - 3.8.4. If the patient does not have any relative available in the country, the legal guardian/sponsor can be the next of kin
 - 3.8.5. Document the kinship's signature with the patient in the consent form.
- 3.9. Married female may sign her own informed consent except procedures/treatments related to reproductive health such as tubal ligation, hysterectomy, termination of pregnancy, infertility treatment, etc. the following must be followed:
 - 3.9.1. For elective surgery / procedure: wife, husband, and decision from three (3) physicians (the most responsible physician, another physician from same specialty, and the medical director).
 - 3.9.2. For emergency / life-saving situation if husband is present: wife, husband, and decision from three (3) physicians (the most responsible physician, another physician from same specialty, and the anesthesia physician).
 - 3.9.3. For emergency / life-saving situation if husband is not present: wife along with decision from three (3) physicians (the most responsible physician, another physician from same specialty, and the anesthesia physician) and the husband to be informed by most responsible physician.
- **3.10.** Married female may sign her own informed consent except procedures/treatments related to the termination of pregnancy on medical grounds, the following must be followed:
 - 3.10.1. Wife, husband, and decision from three (3) consultant physicians (Ob-Gyne, pediatric and radiology).
 - 3.10.2. The pregnancy doesn't exceed 120 days at the time of procedure.
- **3.11.** The consent shall not be taken when the patient is sedated or premeditated.
- **3.12.** In case of an emergency situation, and the patient is incompetent to sign the consent, he/she will be treated, otherwise for not a life-threatening case, the procedure shall not be done till the availability of consenting person as mentioned in 2.5.

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- **3.13.** All consent forms must be written in English or Arabic.
- **3.14.** Use of abbreviations and symbols are forbidden to use in the consent
- **3.15.** The consent considered invalid, in the following cases:
 - 3.15.1. Informed Consent is withdrawn by the patient before the procedure is performed
 - 3.15.2. Reassessment of the patient indicates that the patient's condition/diagnosis has changed
 - 3.15.3. A change or modification is made on the consented procedure/treatment guidelines for Patient Consent
 - 3.15.4. If for any reason, the procedure is delayed beyond 30 days the period of consent.
 - 3.15.5. If the consent is considered invalid, a new Informed Consent shall be obtained.

4. Procedure and Responsibility:

	Procedure		Responsibility
4.1.	Genera	l Consent	
	4.1.1.	Upon registration, obtain the general consent form (General consent for	Customer Service (Main
		treatment in Saudi German Health) the patient after informing him/her	reception, OPD and ED)
		about the scope of the consent or the patient can perform online	
		registration.	
		4.1.1.a. If the patient is unable to consent, obtain consent from an	
		Authorized Representative. See 2.6.	
		4.1.1.b. If a patient otherwise capable of giving valid consent is unable	
		to write, the patient may make his or her mark on the line	
		designated for a signature and shall be countersigned by the	
		witness.	
	4.1.2.		
		form and agreement for treatment and payment, indicating that consent	
		has been obtained, Forms are attached.	
	4.1.3.	Enclose the undersigned general consent form in the patient medical	
		record (hard copy and scanned copy).	
4.2.		ion Agreement for Treatment and payment	
	4.2.1.	Obtain the admission consent form (agreement for treatment and	Admission & Discharge
		payment) Admission and cost only, for each admission.	
4.3.	Informe	ed Consent: For medical/surgical treatment/ procedural special procedure	
	4.3.1.	Provide adequate information and education to the patient/those who	Treating Physician
		make decisions for the patient, about the illness, and proposed treatment	
		and should be explained clearly in a language and manner the patient/next	
		of kin understands.	
	4.3.2.	Document the complete information provided to the patient on the	
		consent, to complete on the back of the consent form and the same shall	
		be filed in the patient's medical record.	
	4.3.3.	Ensure that the identity of the MRP providing information and education	
		to the patient / family is documented in the patient's medical record.	
	4.3.4.	Ensure that the patient / family is given an adequate time to consider and	
		ask questions about the information and to read the consent form.	
	4.3.5.	Ensure that the patient including the treating physician will sign AMA form	
		if:	

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	Procedure			Responsibility
4.3.5.a.	The patient refuses	treatment of diagnostic proc	edure	
	deemed necessary by the	e treating physician or who disch	narges	
	him/herself from the hos	spital.		
4.3.5.b.	The patient decides to	be discharged him/herself from	m the	
	hospital.			
4.4. Information and ed	lucation:			
4.4.1. Provide e	ducation and disclose belo	w required information to the pa	atient:	Treating physician
4.4.1.a.	The patient's condition.			
4.4.1.b.		nt, the need for, the risk of blood products use, procedures	-	
4.4.1.c.	The name of the person	providing the treatment.		
4.4.1.d.	Potential benefits, specif	fic risks, and drawbacks.		
4.4.1.e.	Possible alternatives.			
4.4.1.f.	Expected outcomes.			
4.4.1.g.	The likelihood of success	ò.		
4.4.1.h.	Possible problems and th	ne potential complications.		
4.4.1.i.	Possible results of non-tr	reatment.		
4.4.1.j.	Date and time consent is	s obtained.		
4.4.1.k.	Check the available trans of a language barrier.	slator's list in the shared folder in	n case	Staff Nurse
4.4.1.l.	Sign as a witness on the a translator.	consent form in the event of inv	olving	Translator Staff

5. Risk Assessment and Controls:

SN	Identified Risk	Control Measure		
5.1.	Legal and Regulatory Compliance	 Regularly review and update the policy to align with current laws and regulations. Involve legal experts to ensure compliance with industry-specific and regional consent requirements. 		
5.2.	Inadequate Understanding and Informed Decision-making	 Implementation of clear, concise, and easily understandable consent forms and documents. Provide supplementary information and explanations to individuals to help them make informed decisions. Offer opportunities for individuals to ask questions and seek clarification before giving consent. 		

6. Attachments and Appendices (Tools / Forms):

- **6.1. GD-ADG-FRM-001.** Hospital Admission Consent
- **6.2. GD-MED-FRM-009.** Informed Consent for Medical, Surgical Treatment and Special Procedure
- 6.3. GD-ANE-FRM-001. Anesthesia Consent
- **6.4. GD-AGD-FRM-003.** Against Medical Advice (AMA Form)

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7. Major Modifications:

7.1. Periodic Review.

8. References:

- **8.1.** DHA Guidelines for patient Consent 2019.
- **8.2.** UAE law related to the medical reliability, article number 04, 2016.

9. Policy Compliance & Monitoring:

□ Surveys	☑ Tracers / Rounds	☑ Report / Checklist
☐ Data Collection / Indicators	☐ Not Applicable	

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GD-ADG-FRM-001. Hospital Admission Consent

	OD ADO THIS OUT. HOSPI			
السعودي الألماني الصحية الإمارات Saudi German Health UAE	Hospital Admission	on Consent	Patie	nt Label
SGH UAE	دخول المستشفى	موافقة ١		
I patient/Next of Kin:				أنا المريض/قريب المريض:
	onsent for admission to Saudi German	ودى الألماني، وأفوض المستشف أعلاه،	غن السعد	أوافق على الدخول (التنويم) في المستش
	and authorize the above Hospital, the	اجراءت الأشعة التشخيصية، الطبية		
	o perform diagnostic, radiological and/or	باء ضروريا أو مستحسنا في رعايتي / رعاية		
	atments as in the judgement of the	مأن تتيجة العلاج. وهذه الموافقة تتضمن		
	or advisable in my/ the above patient's	/أو حقن الأدوية، وإجراءات سحب الدم		
	outcome of the treatment. This includes			للفحوصات المخبرية، بما في ذلك فحص
all routine diagnostic tests, p	rocedures, the administration and/or			• • •
njection of pharmaceutical produ	ucts and medications, and withdrawal of			
blood for laboratory examinations	s including HIV testing.			
hereby authorize hospital persor	nnel involved in my care to review, make	بحية، بمراجعة و/أو نسخ، و/أو مشاركة	عايق الص	أفوض موظفي المستشفى المعنيين ﴿، وَ
copies and/or release of my	personal health information to other	حية، ومقدمي التأمين والسلطات المحلية		
nealthcare providers, insurance	providers and local authorities and/or			و/أو الآخرين المسؤولين ماليًا عن العلاج
thers who are financially liable for	or my hospitalization and medical care.		,	
have been explained about the	e current medical condition, reason for	طبية الحالية وسبب الدخول (التنويم في	حالتي الم	لقد قدم فريق المستشفى لى شرحا عن
	of treatment. I have also been explained	حوا لى أيضًا أن تكلفة العلاج الطبي تعتمد		
	ent depends on the number of days of	، شدّة المرض، الفحصوات التي أجريت،		
	ess, severity of illness, investigations			الأدوية والمستلزمات الطبية التي تم إس
	ables used, procedures and surgeries	لأمر وخدمات أخرى وفق الحاجة. لذلك،	إذا لزم ا	إجراؤها، الرسوم المهنية المفروضة، النقل
	ed, transportation if required and variety	نكاليف التقديرية للإستشفاء. قد تختلف	تقربي للت	فإن التقدير المعطى لي هو مجرد مؤشر
	estimate given to me is only a rough	ن المبلغ المذكور في الفاتورة النهائية هو	رها، ويكو	الفاتورة النهائية عن القيمة التي تم تقدير
	sts towards hospitalization. The final bill			المبلغ النهائي المستحق الدفع للمستشف
	te, and the amount mentioned in the final	مروري أن أقر باستلامه.	، ومن الض	سيتم تقديمها على أساس منتظم ودوري،
	ble to the hospital. I also understand that			
	be presented on a regular basis, and it is			
nandatory that I acknowledge red				
-	itions as explained to me by the admitting	وظف الدخول، والمنصوص عليها أدناه.	بحها لي م	أوافق أيضًا على الشروط والأحكام كما أوض
officer, and to the terms set below	N.			Latter, thinks the sector
for Cash Patient Only:	,	,	Sand	لحالات الدفع النقدي فقط:
I agree to deposit in advance Before discharge, it is my obl	(). igation to pay the total bills in cash or by			 أنا أوافق على الإيداع مقدمًا مبلغ وة قبل مغادرة المستشفى، من واجبى ا
credit card.	igation to pay the total bills in cash or by	ي القوائير نقدا او بيضافه الانتمال.	دفع إجما	2. فيل معادرة المستشفى، من واجبي ا
	full payment of all charges for the services	المحمد سمو الخدمات المقدمة	اللا الكاما	 أوافق على أن أكون مسؤولاً عن الس
performed.	un payment of all charges for the services	ن تجعیع رسوم العدمات العدمات	pa 001 5150	د. اوافق علی ان الون مسوور عن الت
or Insurance Company Patient:			**	للحالات المغطاة من قبل شركات التأمير
	ce the required copayment if applicable) وذلك مقابل		
().	the required copayment in applicable			حصة المشاركة المستوجبة من قبل
I confirm that the submitted	insurance card is correct			 أؤكد على أن المعلومات المرتبطة بـ
	or the patient's parent or guardian if the	إذا كان عمر المريض أقل من 18 عامًا) ،		
	, I hereby consent to and authorize the	وكلاته أو أخصائي الصحة أو أي مؤسسة		
	health professional or other relevant	سيل تتعلق بأموري الصحية /العلاجية /		
	to provide and discuss any			الفواتير، السجلات الطبية أو ترتيبات مغاد
ealth/treatment/billing details	s, medical records or discharge			و/أو مسؤول آخر معي و/أو أي من أفراد ع
	ith and to the Insurer and/or Third Party		*	3 0 10 0 0
Administrator about me and/or a				
	al expenses coverage is as per stipulated	ط والأحكام المنصوص عليها في بوليصة	مًّا للشروء	أفهم أيضًا أن تغطية النفقات الطبية وف
	policy and if there is any excess, charges,	نات غير مغطاة في البوليصة، فأنا أوافق	وم أو نفة	التأمين، وإذا كان هناك أي فائض أو رس
expenses not covered in the police	y, I hereby agree that it will be borne by	م. أوافق على أن نسخة من هذه الموافقة	/ أو غيرهـ	بموجب هذا على تحملها أنا / من أعولهم
	gree that a copy of this consent shall have			يجب أن يكون لها صلاحية الأصل.

GD-ADG-FRM-001

my policy, or rejected later on by my insurance company.

I hereby agree to pay the bills that are exclusions such as, upgrade room, availing of external doctor, visiting professor or second opinion, extra meals, telephone, and other medical services as underwritten exclusion in

the validity of the original. For Exclusions and Package Deals:

Hospital Admission Consent (2023/07)

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لِلاستثناءات والباقات العلاجية:

شركة التأمين الخاص بي.

أوافق بموجبه على دفع القوائير التي تعتبر استثناءات، مثل ترقية الغرفة، والاستفادة من طبيب خارجي، وأستاذ زائر أو رأي الأي، ووجبات إضافية، خدمات الهاتف، والخدمات الطبية الأخرى كاستبماد مضمون في بوليصة التأمين الخاصة بي، أو رفضها لاحقًا من قبل

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السعود في الألماني الصحية الإمارات Saudi German Health UAE	Hospital Admission Consent		Patient Label
SGH UAE	موافقة دخول المستشفى		
Health Information Exchange Sys	tem		نظام تبادل المعلومات الصحية:
I hereby consent to send my medi	ical / lab/ radiology reports to the mobile	لية \ الأشعة الخاصمة بي الى رقم الهاتف	أوافق بموجبه على ارسال التقارير الطبية \ المعم
number or the e-mail address wh	hich I have provided upon registration. I	لجيل . كما أنني أقر بأن صورة هذا الإقرار	المحمول أو البريد الإلكتروني الذي قدمته عند التس
hereby agree that it will be paid/	bare by me/my dependents/or others. I		لها نفس صلاحية النسخة الأصلية.
agree that a copy of this consent s	shall have the validity of the original.		
I agree that healthcare provider(s	s) involved in my care at this facility will	لى تقديم خدمات الرعابة الصحية لي في	أوافق أن يقوم مزاولي المهنة الصحية المشرفين ع
-	rough the Health Information Exchange		هذه المنشأة بالإطلاع على معلوماتي الصحية في
	BIDH) in accordance with the Laws of the		الصحة: رعايتي أو هيئة صحة دبي : نابض) وفقا لذ
United Arab Emirates.		-19-1-03-Q-9	المتحدة بشكل عام.
Awareness of Hospital Rules and	Foundations:		الوعى بقواعد وأنظمة المستشفى:
	al does not assume responsibility for sal of my personal property or		و مواعد وتفقعه استنسم. • أفهم أن المستشفى لا تتحمل مسؤولية فقدان أ أو أموالي بما في ذلك المجوهرات، الملابس أو
implies the presence of the tra	is is an approved teaching hospital which inees with\and under the supervision of geon during consultation, treatment, or	دة و الذي قد يستدعي تواجد المتدريين أثناء فترات الكشف و العلاج أو الإجراءات	 أتفهم و أقبل أن هذه مستشفى تعليمي معتما مع\و تحت إشراف الطبيب المعالج أو الجراح الجراحية.
	t is deposited with security staff shall be spital or upon discharge, in other case it nth.	احد.	 أعلم أنه يجب استلام أي غرض يتم إيداعه لد عند الخروج، أو سيتم التخلص منه بعد شهر و
· I am aware that bringing in foo	d, soft drinks, linens, furniture, electrical	والبياضات والأثاث والأجهزة الكهربائية	 أدرك أن إدخال الطعام والمشروبات الغازية
appliances, and pets are strictly	not allowed by the hospital.		والحيوانات الأليفة ممنوع بشكل تام من قبل ا
 I understand that my relative according to hospital policies. 	es and guests are allowed to visit me	سياسة الزيارة في المستشفى.	 أفهم أنه يُسمح لأقاربي وضيوفي بزيارتي وفقًا لـ
 I have received and unders responsibilities that is given to r 	stood the patient bill of rights and me.	سؤوليات الممنوحة لي.	 لقد تلقيت وفهمت وليقة حقوق المريض والم
· I understand that the hospital a	uthorities have the full right to take legal	ناذ إجراءات قانونية ضدي وأيضا معالجة	 أفهم أن إدارة المستشفى لها الحق الكامل في اتخا
action against me and proc compensation for any damages	ess eligible claims for payment and	نبرار.	المطالبات المؤهلة للدفع والتعويض عن أي أه
	, I/patient can leave the hospital/ room	. مغادرة المستشفى / الغرفة المخصصة	أفهم أيضًا أنه في جميع الأوقات، لا يمكنني / للمربط
assigned without prior consent/ a		, and the second	دون موافقة مسبقة من الطبيب المعالج.
	been explained to me in my spoken		تم شرح محتويات هذا النموذج بلغتي التي أتكلم بها
language.			, , , , , , , , , , , , , , , , , ,
Remark:			ملاحظة:
The Emirates Identification (EID)	/ Passport come of the person who is	34) - 137 a.le 3.03 57N	الكاكم الأمرسيجا الأسابيا فيدقالها ماجيا

The Emirates Identification (EID) / Passport copy of the person who is going to handle the payment, shall be submitted (either the patient من بطاقة الهوية الإماراتية / نسخة من جواز السفر (إما المريض نفسه أو من ينوب عنه).

معلومات المريض Patient Information				
Patient Full Name	إسم المريض الكامل			
Patient's EID / Passport Number	رقم هوية / جواز سفر المريض			
Next of Kin Full Name (if applicable)	اسم من ينوب عن المريض بالكامل			
Next of Kin EID / Passport Number	رقم هوية / جواز سفر من ينوب عن المريض			
Relationship with the patient	صلة الإرتباط بالمريض			
Address	العنوان			
Mobile Number	رقم الجوال			
E-mail	البريد الإلكتروني			
Date	التاريخ			
Time	الوقت			
Patient's / Next of Kin Signature	توقيع المريض / من ينوب عنه			
·	Information معلومات الشاهد			
Witness Name	رسم الشاهد			
SGH-Employee Number	الرقم الوظيفي			
Date	التاريخ			
Time	الوقت			
Signature	التوقيع			

GD-ADG-FRM-001

Hospital Admission Consent (2023/07)

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Document Title General and Informed Co	.ف، السعودي الألماني	المستش	
Document Category / Level Reviewed Date Group Document (GD) 07 September 2023		Saudi German Hospital	
		أهالينا Caring like family	نرعاکم ک
Owner Department / Service / Function	Effective Date	Document N ^o	Version N ⁰
Patient Experience (PEX)	Patient Experience (PEX) 05 October 2023		5
Document Type / Classification	Document Type / Classification Validity Date		y
Multidiscplinary Policy & Procedure (MPP) 04 October 2026		Saudi German He	alth, UAE

GD-MED-FRM-009. Informed Consent for Medical, Surgical Treatment and Special Procedure

السعودي الألماني الصحية الإمارات Saudi German Health UAE	Surgical '	Treatment, Procedure		Patient L	
SGH UAE	إقرار بالموافقة المسبقة على الإجراءات العلاجية النداخلية \ الجراحية المحددة			!	
I, the undersigned	Next of Kin (Guardian)		D/1	1 - 110 - 1551 - 1	أنّا الموقع أدنّاه المريض نفسه 🛘 ه
Relationship:	Next of Kill (dualdiall)		200	س الرفارب المسو	صلة القرابة
have authorized Dr (physician name)					أقوم بِتفويض الطبيب (اسم الطبيب)
By sharing with, the following Conce	rns (Diagnosis)			المريض)	بمشاركته معلومات عن حالتي (تشخيص
On (Date)					ېتارىخ
To perform the following:					أوافق أن يجري
 Surgery Diagnostic / Therapeutic pro 	ocedure				 عمل جراحي اجراء تشخيصي \ علاجي
Chemotherapy					 اجراء تشخیصی ۲ عادیی علاج کیمیائی اجراء تداخلی ∖ جراحی
 Interventional/ Invasive pro 	cedure				
 Elective 					• اختياري
Medical / Surgical Procedure					الإجراء الطبى الجراحى
				راحی	
Possible or likely Complication					المشكلات المتوقعة
Possible or likely Complication I understand marking & photography safety and learning purposes I understand and accept that this is an hospital which implies the presence of the presence o	n approved teaching	Yes Yes	I .	ذلك لإجراءات	أتفهم الحاجة لوضع علامات وللتصوير و السلامة و التعليم أتفهم و أقبل أن هذه مستشفى تعليمي و الذ
I understand marking & photography safety and learning purposes	n approved teaching of the trainees	ע 🗆	نعم 🗆	ذلك لإجراءات	أتفهم الحاجة لوضع علامات وللتصوير و السلامة و التعليم
I understand marking & photography safety and learning purposes I understand and accept that this is a hospital which implies the presence of with\and under the supervision of the	n approved teaching of the trainees	☐ Ves	ندم □ • No	ذلك لإجراءات	أتفهم الحاجة لوضع علامات وللتصوير و السلامة و التعليم أتفهم و أقبل أن هذه مستشفى تعليمي و الذ

Document Title General and Informed Co	المستشفى السعودي الألماني Saudi German Hospital			
Document Category / Level Reviewed Date				
Group Document (GD)	07 September 2023	نرعاكم كأهالينا Caring like family		
Owner Department / Service / Function	Effective Date	Document N ⁰ Version		
Patient Experience (PEX) 05 October 2		GD-PEX-MPP-002	5	
Document Type / Classification	Validity Date	Applicabilit	У	
Multidiscplinary Policy & Procedure (MPP) 04 October 2026		Saudi German He	alth, UAE	

السعودي الألماني الصحية الإمارات Saudi German Health UAE	Informed Consent for Medical/ Surgical Treatment/ Special	Patient Label
Saudi German Health GAL	Procedure	
SGH UAE	إقرار بالموافقة المسبقة على الإجراءات العلاجية التداخلية \ الجراحية المحددة	

Patient/ Next	of Kin Statement	يض \ القريب	إقرار المرا
I certify that I have been informed The nature of the proposed of treatment. The alternatives of treatment operation, procedure and/or All sufficient details and explinformed decision in this con URGENT blood transfusion of indicated.	d of: operation, procedure and/or t – including not to undergo the treatment; and anation to permit me to make an isent. r the transfusion of blood products if olications, and consequences of the	ي عندا الإقرار لابي المذكور في هذا الإقرار بة أو الملاج أو التدخل ل للعمل المراد إجراؤه لكي يتسنى لى اتخاذ القرار	أقر بأنه قد أعلمت بالتالي: طبيعة العمل الجراحي \ التدخل \العا البدائل بما فيها عدم الخضوع للجراح كل التفاصيل الكافية و الشرح المفصل الصائب الذي يتضمنه هذا الإقرار نقل الدم العاجل أو نقل مشتقات الا
In case of emergency, my next-of be contacted at the following con	-kin authorized in this consent shall tact information:	خول في هذه الموافقة وفقا لمعلومات التواصل	يجب الاتصال في حالة الطوارئ بقريي المع التاليه:
Next of Kin Name			اسم القريب
Next of Kin Phone			رقم الهاتف
	fully understood the above consent vered and that all blanks have been	ئل كامل ما تم ذكره لي أعلاه و تمت الإجابة تم ملء المعلومات في هذه الموافقة قبل	كَمَا أَقَرَ بِانَنِي استمعت و قرأت و فهمت بشأ بشكل وافي و مرضي عن كل أسئلتي و أنه قد توقيعي
Patient/ Next of Kin Signature			توقيع المريض \ القريب
Time & Date			التاريخ و التوقيت

Doctors Statement		إقرار الطبيب
I have informed the patient/ next of kin the following: Medical condition of the patient Proposed treatment. Potential benefits and drawbacks Possible Alternatives Likelihood of success Possible problem related to recovery. Possible results of refusal of treatments		قر بأنني قد أخبرت المريض \ أقارية بالتالي: - حالة المريض الصحية - الممالجة المقترحة - المنافع و الأضرار الكامنة - البدائل الممكنة - نسبة النجاح - المشاكل المحتملة المتعلقة بمرحلة التعافى - النتائج المحتملة في حالة رفض العلاج
Consulting Doctor Signature & Stamp	•	وقيع وختم الطبيب
Time & Date		لتاريخ و التوقيت

Witness / Interpreter Statement		إقرار الشاهد \ المترجم		
The consent information has been	وب e consent information has been translated to the patient/ next of		معلومات الإقرار قد تم ترجمتها للمريض \ ا	
kin				
Language			اللغة	
Witness / Interpreter NAME			اسم الشاهد \ المترجم	
Witness / Interpreter			توقيعالشاهد \ المترجم	
Signature				
Time & Date			التاريخ و التوقيت	
Telephone			رقم الهاتف	

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Informed Consent for Medical/ Surgical Treatment/ Special Procedure (2023/03) Page 2 of 2

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Document Category / Level Reviewed Date			
Group Document (GD)	Group Document (GD) 07 September 2023		نرعاكم كأ
Owner Department / Service / Function	Effective Date	Document N ^o	Version N ⁰
Patient Experience (PEX)	Patient Experience (PEX) 05 October 2023		5
Document Type / Classification	Validity Date	Applicabilit	ty
Multidiscplinary Policy & Procedure (MPP)	,		alth, UAE

GD-ANE-FRM-001. Anesthesia Consent

السعودق الألهاني الصحية الإمارات Saudi German Health UAE	Anesthesia قة على التخدير			Patien	nt Label
SGH UAE					
I, the undersigned		$\overline{}$			الموقع أدناه
	ct of Kin (Guardian\authorized	f) (,	لأقارب (المسؤل \ المفوض	🗆 من	
Relationship:					للة القرابة
have authorized The Anesthesia Dr					وم بتقويض طبيب التخدير
On (Date)					ريخ
To perform the following Anesthesia Ty	/pe:	\top			فق أن يستخدم نوع التخدير التالي
General Anesthesia (GA)		Г			خدير العام
 Expected results: total unconscious of tube into the windpipe. Technique: drug injected into the bits. 					النتائج المتوقعة: غياب كامل عن الوعي مع إم الهوائية
 <u>Technique:</u> drug injected into the b the lungs or by other routes. 	ilood steam, breatned into		مادة المحدرة عن طريق	n state) b	التقنية: يتم حقن المادة المخدرة بالوريد أو يت الاستنشاق عبر الجهاز التنفسي
 Risks: mouth or throat pain, hoarse teeth, awareness under anesthesia 			م و\أو الأسنان, إصابة	سابة في الف	المخاطر: التهاب الحلق , بحه في الصوت , إه الأوعية الدموية , الإعياء أو الإلتهاب الرنوي.
aspiration, pneumonia.		_			24-9-2 1-9-2
 Spinal/ Epidural Anesthesia Expected results: temporary decreamovement to lower part of the book 			حساس ب\أو تحريك	درة على الإ	خدير الفقري أو فوق الجافية النتائج المتوقعة: انخفاض مؤقت أو كامل للقا النصف السفلي من الجسم.
 <u>Technique</u>: drug injected through a directly into the spinal canal or imm 	needle/catheter placed		شنجات, العدوي,	بالأذن, الد	التقنية: حقن المادة المخدرة بالقرب من الجز المخاطر: الصداع (250/1), آلام الظهر, أزيز
 Risks: headache (1/250), backache convulsions, infection, residual nun 			لاوعيه الدمويه, تخدير	1), اصابه ا	استمرار الخدر, الضعف المستمر (10000/1 غير كامل و ال1ي قدر يتطلب تخدير عام.
(1/10000), total spinal requiring int	ubation, incomplete block				
and need for general anesthesia. Intravenous Regional Anesthesia					خدير الموضعي عن طريق الوريد
 Expected results: temporary loss of of the limb. 	feeling and/or movement				النتائج المتوقعة: فقدان مؤقّت او كامل للشعر المناطق المعنيه بالحقن.
 <u>Technique:</u> drugs injected into vein tourniquet. 					التقنية: حقن الماده المخدره عن طريق الابره استخدام
 Risks: infection, convulsions, persis pain, injury to blood vessels, need to general anesthesia in case of income 	for adjunct sedation or		الالم, اصابه الاوعيه	ر, استمرار	<u>المخاطر</u> : العدوي, التشنجات, الخدر المستم الدمويه.
Monitored Anesthesia Care with Sedati		\vdash			ايه التخدير المراقبة (مع فقدان الشعور بالألم)
 Expected results: reduced anxiety a amnesia, variable degree of uncons 					النتائج المتوقعة: يقلل من القلق و الإحساس الكلي:
 <u>Technique:</u> drug injected into the b the lungs or by other routes produce 	cing a semi-conscious state.		زئي	نان وعي ج	التقنية: يتم حقن الماده المخدرة بالوريد أو يت الاستنشاق عبر الجهاز التنفسي لتنتج حاله فق
 <u>Risks:</u> an unconscious state, depres blood vessels. 	sed breatning, injury to		نَى في وطائف التنفس	وية, الخفاه	<u>المخاطر :</u> حاله اللا وعي, إصابه الأوعية الدمو
Major/ Minor Nerve Block Expected results: temporary loss of			قدرة على تحريك	ور و /أو ال	دير عام أو طفيف للعصب النتائج المتوقعة: فقدان مؤقت أو كامل للشعر التعادم المتوقعة: فقدان مؤقت أو كامل للشعر
 Technique: drug injected near the r sensation to the area of the surger 	nerve providing loss of		دي إى فقدان الإحساس	سِب مما يؤ	الأطرآف أو المناطق المعنية بالحقن. التقنية: حقن المادة المخدرة بالقرب من العم في منطقه العملية.
 Risks: infection, convulsions, persis pain, injury to blood vessels, need to 	tent numbness, residual		م, إصابه الأوعية الدموي	ر, بقاء الأل	في منطقه العملية. <u>المخاطر:</u> العدوى, التشنجات, الخدر المستم
general anesthesia in case of incom	plete block.	<u> </u>			

Document Title General and Informed Co	المستشفى السعودي الألماني Saudi German Hospital		
Document Category / Level			
Group Document (GD)	07 September 2023	نرعاكم كأهالينا Caring like family	
Owner Department / Service / Function	Effective Date	Document N ⁰	Version N ⁰
Patient Experience (PEX)	05 October 2023	GD-PEX-MPP-002	5
Document Type / Classification	Validity Date	Applicability	
Multidiscplinary Policy & Procedure (MPP)	04 October 2026	Saudi German Health, UAE	

السعودي الألماني الصحية الإمارات Saudi German Health UAE	Anesthesia Co افقة على التخدير		Patient Label	
SGH UAE	<u> </u>	7-1351		
Patient/ Next of Kin Statement		إقرار المريض \ القريب		
I acknowledge that I have been informed of:		أقر بأنه قد أعلمت بالتالي:		
 The types and alternatives of anesthesia suitable for my condition 		 البدائل و الأتواع المختلفة للتخدير و التي تتناسب مع حالتي 		
 All sufficient details and explanation to permit me to make an 		 كل التفاصيل الكافية و الشرح المفصل للعمل المراد إجراؤه لكي يتسى لى اتخاذ القرار 		
informed decision in this consent.		الصائب الذي يتضمنه هذا الإقرار		
 Complications and expected side effects - it shall be timely dealt 		 المضاعفات و الأعراض الجانبية المتوقعة − في حالة حدوث أي منها سيتم التعامل 		

Patient/ Next of Kin Statement			إقرار المريض \ القريب			
I acknowledge that I have been informed of:		T			أقر بأنه قد أعلمت بالتالي:	
 The types and alternatives of an 	esthesia suitable for r	ny condition			ناسب مع حالتي	 البدائل و الأنواع المختلفة للتخدير و التي تنا كل التفاصيل الكافية و المرح المفصل للعمل
 All sufficient details and explana 	tion to permit me to	make an	إر	لى اتخاذ القر	المرأد إجراؤه لكي يتسى	 كل التفاصيل الكافية و الشرح المفصل للعمل
informed decision in this consen	t.		1			الصائب الذي يتضمنه هذا الإقرار
 Complications and expected side 	e effects - it shall be ti	mely dealt		 المضاعفات و الأعراض الجانبية المتوقعة - في حالة حدوث أي منها سيتم التعامل 		
with in an effective way.				معها بسرعة و فاعلية		
 The risk, unpredictable complication 	tions, and consequen	ces of the		 المخاطر و العواقب الغير متوقعة للإجراء التخديري 		
proposed Anesthesia procedure						
Lake acknowledge that I might have some Moderate / High Rick					نسبة خطورة عالية \ متوسطة و ذلك نتيجة ل:	
rate due to			_			
Expected Complications of the above	e-mentioned Risks:		+		6)	المضاعفات المتوقعة من المخاطر المذكورة أعلا
			\top			
I understand and accept that this is a					عي تواجد المتدريين	أتفهم و أقبل أن هذه مستشفى تعليمي و الذي يستد
teaching hospital which implies the p		☐ Yes		No		مع\و تحت إشراف طبيب التخدير
trainees with\and under the supervis	ion of the	ע 🗆		نعم ا		
Anesthetist.						
Understanding all the above, I hereby authorize the Anesthetist of		à	و على هذا فإني أفوض أطباء التخدير بالمستشفى السعودي الألماني في اختيار نوع و طريقة			
Saudi German Hospital to choose the type and technique of		-	التخدير و اتخاذكل ما يلزم من إجراءات من أجل إعطائي تخدير فعال و آمن دون أي تعهد			
anesthesia and to take all necessary actions to assure administrating			أو ضمان من المستشفي.			
of effective and safe anesthesia without warranty or guarantee from				يجب الاتصال في حالة الطوارئ بقريبي (المسؤل \ المفوض) في هذه الموافقة وفقا		
the hospital side.						لمعلومات التواصل التاليه:
In case of emergency, my next-of-kin (guardian \ authorized) in this						
consent shall be contacted at the following contact information: Next of Kin Name						- 10 1
						اسم القريب
Next of Kin Phone						رهم الهالف
Balland Mank of Mr. Classes	Γ					10 1 1 1 1 1 1
Patient/ Next of Kin Signature						توقيع المريض \ القريب
Time & Date						التاريخ و التوقيت
Time of Date	l					الماريخ والموليت
Anesthetist Signature & Stamp						توقيع و ختم طبيب التخدير
						3 ,
Time & Date						التاريخ و التوقيت

GD-ANE-FRM-001 Anesthesia Consent (2023/03) Page 2 of 2

Document Title General and Informed Consent المستشفہ **السعودي الألماني** Document Category / Level Reviewed Date Saudi German Hospital نرعاكم كأهالينا Caring like family Group Document (GD) 07 September 2023 Owner Department / Service / Function Effective Date Document N⁰ Version N⁰ Patient Experience (PEX) 05 October 2023 GD-PEX-MPP-002 Document Type / Classification Validity Date Applicability Multidiscplinary Policy & Procedure (MPP) 04 October 2026 Saudi German Health, UAE

GD-AGD-FRM-003. Against Medical Advice (AMA Form)

السعودق الألماني الصحية الإمارات Saudi German Health UAE	AGAINST MEDICAL ADVICE (AMA) FORM رفض العلاج ضد النصيحة الطبية		Patient Label
SGH UAE			
Diagnosis:			التشخيص:
Diagnosis.			التسخيص:
☐ Life threatening ☐ Urgent ☐ Emergene	•	**********	
If you have any question or concern ab	_	41 44 41 41 41	
Advice form, ask your physician before		لة 🗆 حالة طارنة 🗎 حالة متوسطة	 □ حالة خطرة قد تؤدي للموت □ حالة مستعجا
I, the undersigned on my behalf/on b	behalf of Patient Name:		الخطورة
		•	عند وجود أي استفسار حول هذا النموذج يرج
			أقر أنا السيد/ السيدة:
			نيابة عن:
I refuse admission			بأنني أرفض الننويم.
Refuse Treatment/ Procedure			أرفض العلاج/ أو الإجراء الطبي.
Leave Against Medical Advice (LAMA) 🗆		أغادر المستشفى ضد النصيحة الطبية.
Discharge Against Medical Advice (DA	MA) 🗆		أخرج من المستشفى ضد النصيحة الطبية.
On my request against the advice of the	attending physician, he/	معالج بالر غرمن أنه قد شرح لي	وذلك بناءًا على طلبي ضد نصيحة الطبيب اله
she explained the procedure/ treatment			الفوائد المرجوة من هذا العلاج/ التتويم/ الإجرا
possible complications, success rat			المحتملة ونسبة النجاح وكذلك العواقب الناج
consequences of refusal to the plan. I a authority and treating healthcare p			إخباري بالخيارات العلاجية الأخرى وبهذا
responsibility of ill effects, which may r		الصحية التي قد تحدث لي تنيجه	الطبي المعالج من أي مسئولية ومن العواقب لرفضي العلاج.
Emirates I.D/ Labor Card /Passport			رقم بطاقة الأحوال /العمل/ جواز السفر:
Telephone/Mobil:			رقم التليفون/ الجوال:
Name:			الاسم:
Signature:			التوقيع:
Relationship:			صلة القرابة:
Date: / / Time:			التاريخ / / الوقت:
Witness Name:			الاسم الشاهد:
Signature:			التوقيع:
Date: / / Time:			التاريخ / / الوقت:
For official us	se only	ئط	للاستعمال الرسمى ف
Reason for Leave/Discharge Against Mo	edical Advice:	I have explained the patien	t/ patient relative the risks, benefits,
1. Financial Insurance	□ Cash		s of not receiving or continuing the
	esident	treatment/ procedure/ admission.	
Unsatisfactory Services:		Name of Treating Doctor:	
☐ Medical Car ☐ Nursing Ca	170	Signature	Stamp
in Medical Car in Nursing Ca	ii c	Date: / / Time	:
Environment Comment Co	micae	Date. / / Time	
☐ Environment ☐ Support Se		Date. / / Time	• • • • • • • • • • • • • • • • • • • •
☐ Environment ☐ Support Se 4. Preference for other healthcare provid N.B.: Place this form in the patient's fil	ler. 🗆	Date. / / Inic	

Against Medical Advice Form (2023/01)

CMO, CNO and CEO's office.

GD-ADG-FRM-003

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