

SERVICES: Issuance of Medical Certificate

Office or Divisions:	San Antonio City Ilagan Hospital
Classification:	Simple
Type of Transaction:	Government Citizens/Client
Who may avail:	Citizens of Ilagan

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
In-Patient chart and OPD record form		Health Information Management Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pay the fee to the cashier	<ol style="list-style-type: none"> 1. Retrieves medical record from file. 2. Seeks clearance from attending physician. 3. Instruct rerquesting party to fee the fee to the cashier. 4. Type's certificate on the Medical Certificate Form in duplicate. 5. Forward it to the attending physician and the other physician concerned for review and signature. 6. Signs certificate and returns it to the Health Information Managment Deparment. 	₱ 130.00	2-5 minutes 2 minutes 2-5 minutes 2 minutes 2-5 minutes 2 minutes	Jenny Ann T. Tolentino , Health Information management Officer Aida I. Turqueza , Cashier staff on duty Jenny Ann T. Tolentino , Health Information management Officer Physician and Other Physician concerned Authorized Party
Present official receipt				

Signs at logbook	<ol style="list-style-type: none"> 7. Affixes seal of the hospital on the certificate. 8. Attest/Signs certificate. 9. And returns it to the Health Information Management Department. 10. Presents official receipt to the Health Information Management Clerk. 11. Records in the logbook, indicating the official receipt number and releases the certificate to the authorized party. 			
	TOTAL	₱ 130.00	12-21 minutes	

