

SERVICES: Issuance of Death 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
Birth Certificate of Deceased	If not available, get a copy at civil registrar's office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>PATIENT'S RELATIVE- Signs the official death certificate forms.</p> <p>PATIENT'S RELATIVE-</p>	1. Prepares death certificate(5copies) and forwards it to the attending physician.	none	2-5 minutes	Nurse on Duty
	2. Complete and signs death certificate and returns it to the nurse.		2-6 minutes	Doctors on Duty
	3. Check accuracy and completeness of data and forwards it the Releasing/Information clerk.		2-6 minutes	Nurse on Duty
	4. Records in official logbook and Release four(4)copies(copies 1,3,4,and 5) of the death certificate to the patient's relative.		2-6 minutes	JENNY ANN T. TOLENTINO RECORD OFFICER I
	5. Acknowledge acceptance of the death certificate and signs on the logbook.		2 minutes	Patient's Relative
			5 minutes	JENNY ANN T. TOLENTINO

<p>Must go to Marana 2nd(CHO II)</p>	<p>6. Advice patients relative to go at Marana 2nd (RHU II). ➤ For signing of death certificate form of thier che.</p> <p>7. Advices patient's relative to register the death certificate to the Local Civil Registrar(LCR).</p> <p>8. Forwards copy 2 of the death certificate to the MRS.</p> <p>9. Files Death Certificate accordingly.</p>			<p>RECORD OFFICER I -</p>
	<p>TOTAL</p>	<p>none</p>	<p>15-30 minutes</p>	