SERVICES: Issuance of Medico-Legal Certificates

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**
Medico-Legal Police Request for Medico-Legal	➢ Police Station

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Show formal police request for Medico Legal Certificates.	1. Receive formal request for medico-legal certificate form an authorized party or a police authority		2-5 minutes	**Jenny Ann T. Tolentino**, Health Information Management OFFICER
	2. Retrieves medical records from file		2 minutes	
	3. Seeks clearance from attending physician		2-5 minutes	
Pay the fee to the cashier	4. Instructs requesting party to pay the fee to the cashier	200.00	2 minutes	Aida I. Turqueza Cashier
	5. Type's certificate on the Medico legal Certificate Form in triplicate		2 minutes	**Jenny Ann T. Tolentino**, Health Information Management OFFICER
	6. Forwards it to the attending physician and the other physician concerned for review and signature		2 minutes	**Physician & Other Physician concerned**

	7. Signs certificate and returns it to the Medical Record Section 8. Affixes seal of the hospital on the certificate 9. Attest/Signs certificate and returns it to the Medical Record Section		2-5 minutes	**Jenny Ann T. Tolentino**, Health Information Management OFFICER Authorized Party
Presents official receipt. Signs at logbook.	10. Presents official receipt to the Medical Records Clerk 11. Records in the logbook, indicating the official receipt number and releases the certificate to the authorized party. 12. Attaches copy 3 to the patient's medical chart and files			**Jenny Ann T. Tolentino**, Health Information Management OFFICER
	TOTAL	**200.00**	**14-20 minutes**	