



Internal/External

5. SERVICENAME: AVAILMENT OF MEDICO LEGAL

Description of the Service: This service provides medico-legal examination & treatment of victims of abuse/s & accidents w/in the area of jurisdiction.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	Citizens of Ilagan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Medico Legal		PNP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a. For victim of sexual abuse and Major accidents:	Refer to PNP	None	20 minutes	PNP on Duty
1. Secure request letter prior to examination.				
2. Sign in the client logbook at the information desk & get the number to be called.	Give the logbook and number.	None	1 minute	Wilson Alamo Admin Aide III City Health Office Johnny Peralta Admin Aide I Guard on Duty City Health Office
3. Proceed to the doctor's room for examination	Documenting of Assessment and Evaluation of the Victim	None	20 minutes	Dr. Red G. Cachapero OIC-CHO



				City Health Office
4. Get the Medico-legal certificate	Give Medico-Legal Certificate	None	2 minutes	Dr. Red G. Cachapero OIC-CHO City Health Office
TOTAL			43 minutes	