



Internal/External

22. SERVICENAME: AVAILMENT OF MEDICO LEGAL

Description of the Service: This service provides medico-legal examination & treatment of victims of abuse/s & accidents within 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
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Letter Request for Medico Legal	Ilagan City Police Station / PNP
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Show the request letter prior to examination.	Received request letter for medico egal	None	1 minute	PNP on Duty
2. Sign in the client logbook at the information desk & wait the number to be called	<ul style="list-style-type: none"> Give the logbook and number Documenting and interview the client/victim 	None	15 minutes	CHO staff on duty at Admission area
3. Proceed to the doctor's room for examination	<ul style="list-style-type: none"> Assessment and evaluation of the victim 	None	20 minutes	Joan Paula M. Pagalilauan, MD City Health Officer
	<ul style="list-style-type: none"> Encoding of the Medico Legal 	None	5 minutes	



	<p>Certificate with duplicate.</p> <ul style="list-style-type: none">• Forward it to the City Health Officer for review and signature.	None	5 minutes	
4. Get the Medico Legal certificate and signed the receiving copy from the staff	Give the Medico-Legal certificate to the client/victim	None	2 minutes	ICT staff on duty
TOTAL:			48 minutes	