



**External**

**33. SERVICENAME: PREPARATION AND ISSUANCE OF DEATH CERTIFICATE**

**Description of the Service:** This service covers the processing and release of a Certified True Copy of a Certificate of Death for registered individuals. The procedure includes verification of submitted requirements, retrieval of records, preparation of the certificate, and release to the client.

<b>Office or Division:</b>	Health Information Management Section
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government
<b>Who may avail:</b>	Patients; Legal/Authorize Representative of Patients

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Principal: 1. Government issued Identification Cards		BIR, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO, COMELEC, POST OFFICE, PHILHEALTH		
Legal/Authorized Representative 1. Government issued Identification Cards of the person being represented 2. Government issued Identification Cards of the representative		BIR, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO, COMELEC, POST OFFICE, PHILHEALTH		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Provide relevant information/details regarding the deceased patient	Interview the immediate relative of the patient to gather necessary information for	None	10 minutes	Attending Physician / Nursing Attendant on duty



	the death certificate			
	Submit the accomplished interview sheet for the Death Certificate to HIMD	None	10 minutes	Ward Nurse on duty
2. Proceed to HIMD on the next working day to verify/correct information in the Death Certificate	Clarify/interview immediate relative for additional information necessary for the registration of the Death Certificate	None	15 minutes	HIMD Staff on duty
	Transcribe and check for the correctness based on the details provided	None	15 minutes	HIMD Head
	Prepare and forward the Death Certificate to the Attending Physician for review and signature	None	15 minutes	HIMD Staff on duty / Attending Physician
3. Receive the Death Certificate	Release the Death Certificate to the immediate relative and advise them to register it with the City Civil	None	5 minutes	HIMD Staff on duty



	Registrar's Office			
	TOTAL		1 hour 10 minutes	