



**Internal/External**

**10. SERVICENAME: ISSUANCE OF MEDICO-LEGAL CERTIFICATES**

**DESCRIPTION OF THE SERVICE:** The issuance of a Medico-Legal Certificate (MLC) is the process by which a licensed physician provides an official document detailing medical findings related to injuries, illnesses, or circumstances that require legal investigation. The certificate may be requested for cases involving assault, accidents, rape, harassment, or other situations with legal implications. The MLC serves as formal evidence for use in legal proceedings and assists law enforcement and judicial authorities in establishing facts and determining responsibility.

<b>Office or Division:</b>	San Antonio City of Ilagan, Isabela
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government Citizens/Client
<b>Who may avail:</b>	Resident of Ilagan

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Medico-Legal Form Duly Accomplished 2. Police Request of Medico-Legal Referral From PNP/CSWD 3. Medico Records Clinical Abstarct		Where to secure patient Police Station DSWD or Local CSWD  HIMS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Health Information Management section for the retrieval of the chart with accomplished	Retrieve and release the patient chart for review for the old patient and create a new one for the new patient	None	5 minutes	Warlito Jr. D. Lacerna, RN  Health Information Management Officer



	Request form, ID and Consent form.	provide privacy verify all documents			
2.	Present request or endorsement from PNP/CSWD	Verify and record the request letter/ endorsement	None	5 minutes	Warlito Jr. D. Lacerna, RN Health Information Management Officer
3.	Proceed to the Emergency/ Outpatient Department	Receive and interview the client; assess the cased details assign to qualified clinician	None	5 minutes	Triage Nurse / Attending personnel
4.	Undergo medical examination	Conduct thorough examination and document findings in medico legal worksheet with PRC/PTCR Number	None	20-30 minutes	Physician on duty
5.	Return to Health Information Management Office with chart	Receive chart findings for record updating and MLC processing notify client of	None	5 minutes	Warlito Jr. D. Lacerna, RN Health Information Management Officer



6. Submit payment at the Cashier	processing timeline			Cashier
7. Present the official receipt to the Health Information Management Section	Issue official receipt	200	10 minutes	Warlito Jr. D. Lacerna, RN Health Information Management Officer
	Prepare and process the medico-legal certificate and have it reviewed and signed by the physician on duty.	None	5 minutes	
TOTAL		200.00	14-20 minutes	