



Internal/External

13. SERVICENAME: ISSUANCE OF DEATH CERTIFICATE

Description of the Service: Issuance of death certificates to the immediate family or authorized representatives of deceased patients is based on official medical records and the physician’s certification of death, ensuring the accurate and prompt release of the document in accordance with hospital protocols and regulatory requirements. The death certificate serves as an essential document for legal, insurance, and personal purposes.

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| Office or Division: | San Antonio City of Ilagan Isabela | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government Citizens/Client | | | |
| Who may avail: | Citizens of Ilagan | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Inpatient Chart or Emergency Room Record • Valid I.D of relatives or requesting family • Authorization Letter • Payment Receipt | | Health Information Management Office Nurse Station/Ward/Emergency Room Family/ Authorized Representatives Cashier | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Proceed to records section and present all requirements | Receive and verify inpatient chart/ emergency room record and valid ID | None | 2-5 minutes | Warlito Lacerna Jr Health Information Management Officer/ Staff |



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| | ROD reviews the record and completes the immediate, antecedent, and underlying cause of the death on the certificate, sign it and endorse it to the Health Information Management Officer | None | 10 minutes | Physician on Duty |
| 2. Fill out the form regarding the details and data of the patient | Provide and assist the client in completing the form | None | 2 minutes | Warlito D. Lacerna Jr. Health Information Management Officer |
| 3. Pay the fee at the cashier | Endorse the client to the cashier | P 130.00 | 3 minutes | Cashier on duty Aida Turqueza |
| 4. Present official receipt to the Health Information Management Office | Verify payment and process the request | None | 2 minutes | Warlito D. Lacerna Jr. Health Information Management Officer |
| 5. Wait for the release of the death certificate | Check the accuracy and completeness of data. Encode and print data on the system (PHILCRIS) | None | 5-10 minutes | Warlito D. Lacerna Jr. Health Information Management Officer |



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| | Review the printed death certificate form and sign. | None | 2 minutes | Warlito D. Lacerna Jr. Health Information Management Officer |
| | Records in the official logbook and release for (4) four copies of the printed death certificate form | None | 2 minutes | Health Information Management Officer |
| PATIENT'S RELATIVE- Sign the official death certificate form | Acknowledge acceptance of the death certificate and sign in the logbook | None | 2 minutes | Patient's relative |
| Proceed to City Health Office II for signing Proceed to | Advise the patient's relative to go to Marana 2 nd (CHO II) for review and signing of the death certificate form. After the signing of the City Health Officer, the patient's relative is to go to the local civil registrar's office (LCRO) for registration | None | 2-3 hours depending on the availability of the City Health Officer | Joan Paula M. Pagalilauan, MD OIC- City Health Officer |



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| | of the death certificate. | | | |
| | Patient's relative must forward a (1) one copy of the registered death certificate Information Management Section and file it accordingly | None | | |
| | TOTAL | | 22-28 minutes | |