

# DEATH CERTIFICATE

This service is to provide document necessary for any claims needed by the family of the deceased patients.

<b>Office or Division:</b>	Health Information Management Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Authorized Representative of Deceased Patient			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Any Valid Government Issued ID of Authorized Representative (1 original copy)		Any Government Agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the Preliminary Death Certificate Form with the patient's personal information	1. Receives and validates the completeness of the information at the Preliminary Death Certificate Form	None	5 Minutes	<i>Nurse in charge</i> Nursing Service Division
	1.1 Completion of the Preliminary Death Certificate Form as well as signing of the four (4) copies of Death Certificate	None	10 Minutes  *Depends on the availability of the Doctor	<i>Attending Doctor</i> Medical Service Division
	1.2 Submit completed Preliminary Death Certificate Form to Medical Records Office	None	5 Minutes	<i>Nurse in Charge</i> Nursing Service Division
	1.3 Transfer data from the Preliminary	None	10 Minutes	<i>Medical Records Personnel</i> Medical Records Office

	Death Certificate Form to the official Death Certificate Form			
2. Check and validate the patient's information data at the Death Certificate Form and sign	2. Release of official Death Certificate	None	1 Minute	<i>Medical Records Personnel</i> Medical Records Office
3. Receives and sign at the Death Certificate Receiving Logbook	3. Receive and file copy of official Death Certificate	None	1 Minute	<i>Medical Records Personnel</i> Medical Records Office