

RELEASE OF CADAVER

Facilitate immediate release of Cadaver and Certificate of Death upon issuance of clearance.

Office or Division:	Pathology Unit, Cashier Unit			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Immediate Relative of Deceased Patient			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any Valid Government Issued ID of the authorized representative of the deceased (1 original copy)		Any Government Agency		
Discharge Clearance Slip		Cashier		
ID & calling card of Funeral Representative		Funeral		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the accomplished Clearance Slip, Statement of Account (SOA) for In-Patient and Order of Payment for ER-Patient	1. Receive and check the Clearance Slip, Statement of Account (SOA) or Order of Payment	None	3 Minutes	<i>Collecting Officer on duty</i> Cashier Unit
2. Settle Bill at the Cashier	2. Receives payment and issue Official Receipt to the patient and Clearance Slip	None	2 minutes	<i>Collecting Officer on duty</i> Cashier Unit
3. Proceed to Cadaver holding area and present the Clearance Slip	3. Check and validate Clearance Slip	None	2 Minutes	<i>Pathology Staff</i> Pathology Unit
4. Authorized Representative to confirm the identity of the deceased	4. Assist by showing the Identification Tag (for infectious cases) and the Identification Tag and face of the Cadaver (for non-infectious cases)	None	1 Minute	<i>Pathology Staff</i> Pathology Unit
5. Relatives contact their funeral parlor	5. Verify the accreditation of the Funeral Parlor	None	2 Minutes	<i>Pathology Staff</i> Pathology Unit
6. Present Clearance Slip to the Guard on duty for signature	6. Check and validate the signed Clearance Slip 6.1 Validate the identity of the Funeral Parlor	None	2 Minutes	<i>Pathology Staff</i> Pathology Unit / <i>Guard on duty</i> Security

	Representative 6.2 Release Cadaver			
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