

9. Issuance of Certificate of Confinement

This service issues Certificate of Confinement for clients that were previously admitted at the provincial hospitals. Certificate of confinement certifies that the person was admitted to the hospital in a specific time frame whether referred or discharged.

Office or Division:	Hospital Information Management Department			
Classification:	Complex			
Type of Transaction:	Government to Client (G2C)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Health Record Card (OPD card) (1 photo copy)		1. Out Patient Department (OPD) clerk		
2. Duly filled out Certificate of Confinement Request Slip (1 original copy)		2. OPD clerk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient/Client ask for the nurse a request slip and state its purpose.	1.1 Verify patient/client; 1.2 Ask client the purpose of request; 1.3 Give client/patient request slip; 1.4 Instruct client/patient to submit request slip to medical records section.	<i>None</i>	<i>3 minutes.</i>	<i>Ward nurse/Nursing attendant PEEDO-DDN Hospital</i>
2. Submit request slip to records clerk.	2.1. Verify patient/client duly filled-out request slip; 2.2. Transcribe data to official form;	<i>None</i>	<i>3 minutes.</i>	<i>Records Clerk PEEDO-DDN Hospital Information Management Department</i>

	<p>2.3. Print two (2) copies of official form and show to client/patient for errors;</p> <p>2.4. Give forms to the medical records officer for signature;</p> <p>2.5. Instruct patient to wait.</p>			
3. Wait for the instruction of Records Clerk.	<p>3.1. Seals the duly signed official form;</p> <p>3.2 Instruct patient to sign in the logbook for release;</p> <p>3.3 Give one (1) copy of certificate of confinement to patient/client;</p>	<i>None</i>	<i>2 minutes.</i>	<i>Records Clerk PEEDO-DDN Hospital Information Management Department</i>
TOTAL:		N/A	8 minutes	