

14. Issuance of Medical Certificate

Medical Certificate for clients that previously undergone medical checkup and admission in which the certification is intended only for specific reasons such as needed to claim other services or needed for work purposes.

Office or Division:	Hospital Information Management Department			
Classification:	Simple			
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 of Patient Department Clerk		
2. Duly filled out Medical Certificate request slip (1 original copy)		2. OPD Clerk		
3. Discharge Summary (if admitted) (1 original copy)		3. OPD Clerk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient/Client attendance and submit duly filled out request slip to records section	1.1 Receive medical certificate request slip; 1.2 Verify patient/client request; 1.3 Transcribed data to the computer; 1.4 Print to copies of official medical certificate; 1.5 Show copy to patient/client for checking, if all data is correct;	None	5 minutes.	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department

	1.6 (a) For out-patient: Instruct patient/client to give the forms at OPD for signature of Attending Physician (AP); (b) If admitted: Instruct patient/client to wait outside the office for signature of AP.			
2. Wait for the instruction of records clerk	2.1. Instruct patient to send back the MC forms to records section for Official seal after signature of Physician.	None	Depends of the availability of the Physician	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department
3. Submit Medical Certificate form to the records clerk.	3.1. Receive the duly signed MC form; 3.2 Verify the Physician's signature; 3.3 Log the patient/client for release; 3.4 Give one (1) copy of MC with official seal to patient /client.	None	3 minutes	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department
TOTAL:		N/A	10 minutes	