

15. Issuance of Medico-Legal

This service issues Medico-legal Certificate for clients that suffered from domestic violence for Police recording purposes.

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. OPD clerk		
2. Duly filled out Certificate of Confinement Request Slip (1 original copy)		2. OPD clerk		
3. Police Report (1 photo copy)		3. Police Station/ clerk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient/Client attendance and submit duly filled out request slip and police report.	1.1. Receive medico-legal certificate request slip and police report; 1.2. Verify patient/client request and police report; 1.3. Transcribed data to the computer; 1.4. Print to copies of official medico-legal certificate; 1.5 Show copy to patient/client for checking, if all data is correct; 1.6 Instruct	None	5 minutes.	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department

	patient/client to forward the Medico-legal certificate form to OPD/ER.			
2. Wait for the instruction of nurse.	2. 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 Medico-Legal certificate form to the records clerk.	3.1 Receive the duly signed Medico-legal form; 3.2 Verify the Physician's signature; 2.3 Log the patient/client for release; 2.4 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	15 minutes	