

18. Death Registration

Registration of death for persons that were declared dead on arrival (DOA) or clients that died during admission.

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. Valid ID's of Informant/Client (1 photo copy)		1. Client family		
2. Registration Sheets (RS) (3 original copies)		2. Hospital information management department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's immediate family fills up the Death certification (DC) draft form/registration sheets.	1.1 Interview/verify and give RS to informant/client. 1.2 Instruct to Fill-out the RS	None	5 minutes.	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department
2. Submit ID and RS to records clerk.	2.1 Checked the accuracy and completeness of data of RS signed by patient/client. 2.2 Transcribes data from the draft form/registration sheet into the official form. 2.3 Show the Official form to patient/client for checking and signature. 2.4 Instruct client to forward the official Death Certification to MCR for	None	15 minutes.	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department

	registration approved by Medical Records Officer with waiver.			
3. Give the DC to MCR. Wait to be registered and get a copy of the form; or as instructed by the MCR.	3.1 Get an official copy of DC from MCR after DC is registered. 3.2 Log and file Death Certificate in records.	None	10 minutes.	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department
TOTAL:		N/A	25 minutes	