

19. Registration of Live Birth

Registration of live birth is a service for clients with new born babies within the Davao del Norte hospital.

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. Marriage Certificate (If Married) (1 photo copy)		1. Civil registrar's office		
2. Valid ID's of Parents (If not married) (1 photo copy)		2. Client		
3. Official Receipt (OR) of Certificate of live-birth from Municipal Civil Registrar (1 photo copy)		3. Civil Registrar's Office		
4. Registration Sheets (3 original copies)		4. Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's immediate family fills up the birth certification (BC) draft form/registration sheets.	1.1. Interview/verify and give RS to patient/client. 1.2. Instruct to pay at MCR for registration of birth.	None	5 minutes	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department
2. Show OR, RS and submit ID's or Marriage certificate 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.	None	15 minutes.	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department

	2.4 Instruct client to forward the official Birth Certification to MCR for registration approved by Medical Records Officer with waiver.			
3. Give the BC to MCR. Wait for the BC to be registered and get a copy of the form; or as instructed by the MCR.	3.1 Get an official copy of BC from MCR after BC is registered. 3.2 Log and file Birth Certificate in records.	None	10 minutes	<i>Records Clerk</i> PEEDO-DDN Hospital Information Management Department
TOTAL:		N/A	30 minutes	