



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**

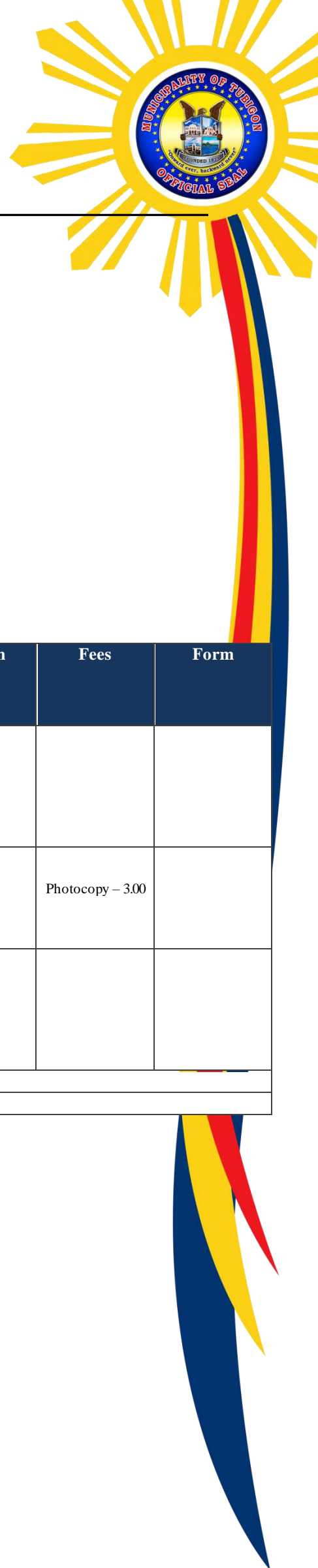




TUBIGON COMMUNITY HOSPITAL

ADMINISTRATIVE SERVICES





3. SECURING A RECORD FOR MEDICO LEGAL

Schedule of Availability of Service:

8:00 am – 5:00 pm
Mondays to Fridays

Who May Avail of the Service:

- Patient of legal age
- Parent or Legal Guardian for Minor or Incompetent Patient
- Nearest kin
- Authorized Representative

What are the Requirements:

1. OPD, Admission or ER Record
2. In the absence of the patient:
 - Authorization and identification card of the patient
 - Valid identification card of authorized representative

Duration: 11 minutes

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Proceed to Medical Records Section and request for patient's record	Interview and verifies Client's/Patient' request.	5 mins	Medical Records		
2.	Pay applicable fees.	Retrieve patient's record, photocopy and certify the patient's record.	3 mins	Medical Records	Photocopy – 3.00	
3.	Sign logbook	Document the release of requested record. Accompany patient to RHU and give patient's record to the MHO	3 mins	Medical Records		
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						