
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HIM-0006
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON LATE REGISTRATION OF BIRTH CERTIFICATE		Section / Department HEALTH INFORMATION MANAGEMENT SECTION
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OBJECTIVE: To establish the rules on proper late registration of the birth certificate.

RESPONSIBILITIES:

- I. It shall be the responsibility of the Health Information Management clerk to reconstruct a Certificate of Live Birth upon completion of requirements submitted by the informant/ parents of the child.
- II. It shall be the responsibility of the Health Information Management clerk to secure the signature of the attending physician. The medical Director can sign on behalf of the Attending Physician.
- III. It shall be the responsibility of the parent/ informant to register the reconstructed Birth Certificate in the local Civil Registrar.
- IV. It shall be the responsibility of the Health Information Management clerk to get one copy of the reconstructed Birth Certificate with complete corresponding signature for file copy.

PROCEDURE:

- I. Informant to present requirements for late registration to the Health Information Management clerk.
- II. Health Information Management clerk to receive complete requirements and issue request of forms to the cash section
- III. The Health Information Management clerk will furnish a copy of the Certificate of Live Birth form and ask the informant to come back after 5 working days. Upon completion of the form and completion of signatures, the Certificate of Live Birth form will be released to the informant.
- IV. Health Information Management clerk to have the informant sign four (4) copies of the reconstructed Birth Certificate and get one (1) copy for the file.

Date of Implementation:

1979

Date Reviewed:

2003, July 2018, August 2022