
 <b>OSPITAL NG PARAÑAQUE</b> 		<b>Document Code:</b> <b>OSPAR-ADM-HIM-0005</b>
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		<b>Issue Date:</b>
<b>Policy Title:</b> <b>POLICY ON RELEASE OF BIRTH CERTIFICATE</b>		<b>Section / Department</b> <b>HEALTH INFORMATION MANAGEMENT SECTION</b>
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**COVERAGE:** This policy shall cover the Medical Records Section.

**OBJECTIVE:** Birth Certificate registration.

**RESPONSIBILITIES:**

- I. It shall be the responsibility of the Health Information Management/ Medical Records Section Clerk to correctly accomplish the Live Birth Forms.
- II. It shall be the responsibility of the Health Information Management/Medical Records Section Clerk/Section Chief to issue registered Birth Certificates to the respective patients/ parents.

**POLICY:** This policy shall ensure the prompt and proper registration and issuance of a Birth Certificate.



**PROCEDURE:**

**I. For Legitimate Child**

- b) The Medical Records Staff will accurately fill up the Certificate of Live Birth form acknowledged by the attending physician, MRD officer, and mother/father of the child.
- c) The assigned MRD Staff will furnish a copy of the birth certificate. Upon completion of signatures, HIM/MRD staff will forward this to the Local Civil Registrar's Office for registration. Registration period is within 30 days
- d) Informants will be advised to come back after 10 working days. Two copies will be issued by the Local Civil Registrar's Office, one copy to the HIM/Medical Records Clerk for filing and one copy to be issued to the informant.

**II. For Illegitimate Child**

- a) The Medical Records Section Staff will completely accomplish the Certificate of Live Birth form to be released to the mother. (4 copies) one copy as file copy for MRD, and 3 copies given to the parents for LCR registration.
- b) To use the surname of the father, an affidavit must be accomplished by the father (RA 9255). Acknowledgement of this agreement will be evident as the father will sign at the back of the child's birth certificate.

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### III. For Delayed Registration – Beyond 30 Days

- a) The Medical Records Section staff must accomplish 4 copies of Certificate of Live Birth forms. Upon completion, the parents of the child shall forward it to the Local Civil Registrar with complete requirements listed at the City Hall.
- b) For 18 years old and above, the Medical Records Section Clerk shall accomplish the Certificate of Live Birth form. The child or the mother will be the one to register it to the Local Civil Registrar, after registration 4<sup>th</sup> copy will be given to the Medical Records Section.
- c) All reconstructed forms shall be released within 10 working days after filing. A charge of Php 50.00 shall be paid at the cashier.

**Date of Implementation**

1978

**Date Reviewed:**

2003, July 2018, August 2022