
 <b>OSPITAL NG PARAÑAQUE</b> 		<b>Document Code:</b> <b>OSPAR-ADM-HIM-0007</b>
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		<b>Issue Date:</b>
<b>Policy Title:</b> <b>POLICY ON ISSUANCE OF DEATH CERTIFICATE</b>		<b>Section / Department</b> <b>HEALTH INFORMATION MANAGEMENT SECTION</b>
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**OBJECTIVE:** To issue and register a Death Certificate.

**COVERAGE:** Health Information Management

**RESPONSIBILITIES:**

It shall be the responsibility of the Medical Records Section Clerk to accomplish the Death Certificate.

It shall be the responsibility of the informant to accurately accomplish the Death Certificate and have it registered at the Local Civil Registrar.

This policy shall ensure prompt and proper registration of Death Certificate.

**PROCEDURE:**

- I. The Health Information Management clerk shall accurately accomplish the Death Certificate form attached to the patient's chart.
- II. Four (4) copies of the Death Certificate must be furnished. The Medical Records Officer shall interview the immediate relative of the deceased.
- III. The head of this section and the immediate relative will sign the Death Certificate. In the absence of the section head, the clerk may sign on his/her behalf.
- IV. Three (3) copies shall be issued to the informant; the 4th copy shall remain for the Medical Records Section's file.
- V. For DOA (Dead on Arrival), ER's notice of death shall be forwarded to the City Health Office by the deceased immediate relative.
- VI. For NICU death, Death Certificates shall be released immediately by the Health Information Management clerk.
- VII. For unclaimed death certificates, the Health Information Management clerk and the funeral parlor shall be notified by this office within two (2) days, especially those with unpaid charges.

**Date of Implementation**

1979

**Date reviewed**

2003, July 2018, August 2022