

## Preparation of Original Death Certificate

The spouse or nearest relative who has knowledge of the death of a person (who died without medical assistance) must report the same within 48 hours. The registration of the Death Certificate with the Local Civil Registry Office within the period of thirty (30) days is mandatory.

<b>Office or Division:</b>	Rural Health Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Spouse/relatives of a person who died without medical assistance within the Municipality of Burgos, La Union			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach staff on duty	1. Check previous consultation records of the deceased if there are any	none	10 mins	Rural Health Midwives/Human Resources for Health Personnel  RURAL HEALTH UNIT
2. Answer questions regarding the events that occurred prior to the death of the patient	2.1 Interview client regarding the symptoms experienced by the deceased and review previous consultation records of the latter. 2.2 Decide on the immediate, antecedent	none	10 mins	Municipal Health Officer  RURAL HEALTH UNIT

	and underlying causes of death of the patient			
3. Wait for the preparation of death certificate	3.1 Prepare original death certificate	none	10 mins	Rural Health Midwives/Nurse/ Human Resources for Health Personnel RURAL HEALTH UNIT
4. Receive prepared Death Certificate	4.1 Issue original Death Certificate 4.2 Instruct client to proceed to Municipal Civil Registrar for the registration of Death	none	10 mins	Rural Health Midwives/Nurse/ Human Resources for Health Personnel RURAL HEALTH UNIT
	Total	none	40 mins	