



**ADMITTING SECTION SERVICE
(RELEASING OF CADAVER)**

CITIZEN'S CHARTER SERVICE GUIDE

Office or Division	Hospital Admitting & Information Section (Ancillary Department)
Frontline Service	Releasing of Cadaver
Classification	Simple
Type of Transaction	G2C – Government to Citizens
Description of Service	A required procedure before the relative of the expired patient can release the cadaver. The hospital allows the cadaver to stay at the Morgue for 10-12 hours only while all requirements are being processed.
Clients/Who may avail of the service	General Public
Requirements	<ol style="list-style-type: none"> 1. Disposition of Cadaver Form 2. Cadaver Release Form 3. Photocopy of Valid ID (nearest kin relative) 4. Funeral Service Representative Business Card 5. Receipt of your choice cemetery(for “diretso libing”) 6. Death on Arrival Certificate signed by the Brgy. Chairman (for DOA patients only) 7. Clearance Form for admitted or ER patient
Schedule of availability of service	MONDAY – SUNDAY 24 HRS SERVICE
Fees	None
Total/Maximum Duration of Process	25-30 minutes (if all requirements are completed)

STEP (HAKBANG)	ACTIVITIES (AKTIBIDAD)	LOCATION OF OFFICE	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>Present the Disposition of Cadaver form with the signature of the nurse on duty and the doctor who pronounced the death at Admitting Section.</p> <p><i>(Ipakita sa Admitting Section ang Disposition of Cadaver form na pirmado ng nars at doktor na nag-declare na yumao na ang pasyente)</i></p>	Admitting Section (Ground Floor)	2-3 minutes	Patient Representative
2	<p>Explain the requirements to be presented and the procedures in</p>	Admitting Section Ground Floor	5-6 minutes	Admitting personnels: Carmela Evangelista/



	<p>releasing the cadaver to the relative of the patient.</p> <p><i>(Ipaliwanag sa kamag-anak ang mga kailangan at patakaran upang makuha ang katawan ng yumao)</i></p>			<p>Carlo Manalo/ Jacueline Cielo/ Jeffrey Lubiano/ Maricel Gubat/ Liza Liad/Neil Reyes/ Robelyn Osen/ Charmaine Sumilang/ Carla Bessied/ Jeriz Bea Labrador</p>
3	<p>Let the patient representative sign at the Cadaver Release Form and Cadaver Logbook</p> <p><i>(Pumirma sa Cadaver Release Form at Cadaver Logbook)</i></p>	<p>Admitting Section Ground Floor</p>	<p>2 minutes</p>	<p>Patient Representative</p>
4	<p>If all requirements are presented, check and sign the clearance form for the admitted patient once on a Zero balance account on the system.</p> <p><i>(Kung kumpleto na ang mga requirements, i-check at pirmahan ang clearance form para sa admitted patient kapag ito ay Zero balance account na sa system.)</i></p>	<p>Admitting Section Ground Floor</p>	<p>2 minutes</p>	<p>Admitting personnels: Carmela Evangelista/ Carlo Manalo/ Jacueline Cielo/ Jeffrey Lubiano/ Maricel Gubat/ Liza Liad/Neil Reyes/ Robelyn Osen/ Charmaine Sumilang/ Carla Bessied/ Jeriz Bea Labrador</p>
5	<p>Ask the Funeral Representative to present their business card and let him/her signs in the Cadaver logbook.</p> <p>*If patient will no longer get a Funeral</p>	<p>Admitting Section Ground Floor</p>	<p>2-3 minutes</p>	<p>Admitting personnels: Carmela Evangelista/ Carlo Manalo/ Jacueline Cielo/ Jeffrey Lubiano/ Maricel Gubat/</p>



	<p>Service, relative to sign at the Waiver for Cadaver Form.</p> <p><i>(Humingi sa Funeral Rep ng business card at papirmahin sa Cadaver logbook)</i></p> <p><i>*Kung diretsong libing at hindi na kailangan ng Funeral parlor, papirmahin na lang sa Waiver for Cadaver Form</i></p>			<p>Liza Liad/Neil Reyes/ Robelyn Osen/ Charmaine Sumilang/ Carla Bessied/ Jeriz Bea Labrador</p>
6	<p>Instruct the relative to go to Billing Section and Medical Social Service to sign the Cadaver Release form for clearance.</p> <p><i>(Pumunta sa Billing Section at Medical Social Service at papirmahin sa Cadaver Release form for clearance)</i></p>	<p>Billing Section Ground Floor</p> <p>Medical Social Service Section Ground Floor</p>	1-2 minutes	<p>Patient Relative</p> <p>Billing department staff: Joey Montanes/ Rachelle Dancalan/ Elma Mateo/ Catherine Barros/ Ronwaldo Bruan/ Katherine Dayson</p> <p>Medical Social Service Worker: Mae Ann Recreo/ Florence Bombita/ Bryone Mae Dango/ Imee Alvarez/ Sherly Ann Mundog/ Keisha Hipos/ ma. Josefa Albaytar/ Evaristo II Molina</p>
7	<p>Proceed to Morgue for Cadaver releasing assisted by a Medical Technologist and Guard on duty.</p> <p><i>(Pumunta sa Morge para mailabas ang</i></p>	Mortuary Basement Area	5-10 minutes	<p>Patient Representative</p> <p>Medical Technologist: Med Tech on-duty: Mikka</p>



	<p><i>katawan ng yumao kasama ang Medical Technologist at Gwardya)</i></p>			<p>Avero/ Roldan De Castro/ Matthew Ganaban/ Adrian manuel/ Mary Cris Mitra/ Marvelous Grace uqui/ Melody Reyes/ Raven Rivera/ Joshua Toby Taer/ Nathan john Tamayo/ Mc Henry Vega/ Riezel Chinkee Villanueva/ Justin Grace Vito/ Leon Paulo Alforque/ Ma. Eliza Asuncion/ Rozlyn Bihis/ Anthony Binnang/ Dan Albert Castillo/ Mary Nicole Chan/ Aren Corpuz/ Ingrid dancel/ Lhory Anne Daya/ Shiela Mae Dimasuhid/ Jose Michael Domingo/ Jazmine Rose Felipe/ Amir Felizardo/ Christine Bianca Garbosa/ Gelou Mae Garcia/ Marimar Gajelon/ Cherry Macabenta/ Camille Nadal/ Airam Nicolas/ Jan Paul Olaso/ Yasmine Rose Orcine/ Maria Amira Piniano/ Apple Joy Pintucan/ Jessie Salvador/ Romela Santos/ Elister Sotero/ Bianca Sumagaysay Guard on duty</p>
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PAUNAWA: ANG ORAS NG PAG-RELEASE NG KATAWAN NG YUMAO AY AYON SA INYONG PAG-SUMITE AT PAGKUMPLETO NG MGA KAILANGANG DOKUMENTO. SALAMAT PO.