

CERTIFICATION

To Whom It May Concern:

This is to certify that **Aljean B. Magno, 33** years of age, female, married, *was employed* at Allied Care Experts (ACE) Medical Center Inc. Tacloban, with the following details:

DATE OF EMPLOYEMENT	POSITION	STATUS OF EMPLOYMENT
April 1, 2019 – Sept. 29, 2019	Medical Records Staff	Probationary
Sept. 30, 2019 – Sept. 30, 2021	Medical Records Staff	Regular
Monthly Salary: Eight thousand eight hundred forty pesos (PHP 8,840.00)		
Job Duties and Responsibilities: <ol style="list-style-type: none"> Consolidates and compiles reports submitted by the different departments and tabulates statistical data. Computes average, percentages and tabulates statistical formula and standards. Prepares and submits monthly reports periodic hospital census report Design forms for medical record use upon approval by the Form Committee and stencils the same in preparation for mimeographing. Receives and records subpoenas Retrieves medical records being subpoenaed. Submits said medical records together with the subpoena to the Medical Records officer in Charge in preparation for court hearing. Attends to the problem regarding the submission of discharged charts from the different nurse's station and admitting office Supervises the work of the group clerks. Receives medical records of patients discharged the previous day Check discharges against the floor census and list of discharges submitted by the Admitting Office. Assembles charts according to the standard sequence of arrangement. Maintain birth/death registries Segregate the incomplete from complete charts Sorting of charts be Hospital number. File according to the Hospital number. 		



ALLIED CARE EXPERTS (ACE) MEDICAL CENTER- TACLOBAN

Marasbaras, Tacloban City

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17. Retrieves charts for follow up treatment of patients, for doctors, for research and for hospital needs such as medico-legal for court hearing.
18. Complete charts are then filed in general file.
19. Performs other related tasks.

This certification is issued upon the request of **Aljean B. Magno** for Future employment purposes only.

Issued on this 27th day of December 2022.



AUDREY KATHERINA A. SANTO, M.D.
Director, Human Resource Department

Noted by:



FERNANDO P. CARLOS, M.D.
President, ACEMC Tacloban