

Support Services Directorate

Historical English translation of an older Turkish document. This is not a current service commitment or application guide. Staffing, contact details, requirements and completion times may have changed. Confirm everything with the relevant unit before acting.

Original Turkish PDF: <https://totm.inonu.edu.tr/dosyalar/file/7.pdf>

Archive and other support services

SERVICE	SOURCE REQUIREMENT / PROCESS	STATED TIME
File request in person	File-request slip written by the department secretary or physician.	15 minutes
Photocopy from a file	Personal declaration and petition to the Archive Services Director. For a forensic case, a request by a person other than the file owner requires Chief Physician approval.	20–25 minutes
Appointment-related file request	The list is taken from the appointment module. Available files are marked and sent electronically and physically to the department secretary against signature. Monday appointments are sent on Friday.	1 day before appointment
Turkish Statistical Institute death form	The physician in the deceased patient's department writes the death note.	15 minutes
Release of a deceased person	Identity document showing the deceased patient's Turkish ID number.	10 minutes
MERNIS death form	Prepare the death form.	10 minutes

Historical contacts in the original

Historical first contact: Rahim ÜNLÜ, Support Services Director, 0422 341 06 60–70 ext. 2004. Historical second contact: Güngör GÖKÇEK, Deputy Hospital Director, ext. 2001.

Translation prepared 27 September 2026 for archival reference. In case of any difference, consult the linked Turkish original. For present-day procedures, contact the relevant hospital unit.