

GREGORIO T. LLUCH MEMORIAL HOSPITAL

Gregorio T. Lluch Memorial Hospital, Quezon Ave. Ext., Pala-o, Iligan City
Tel.: (063) 221-2536 email : gtlmh@ymail.com

Frontline Services : ADMISSION OF PHILHEALTH PATIENT

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : Admitted PhilHealth members, Non-Philhealth member patients
as long as resident of Iligan City, 4P's member and Senior Citizens

What are the requirements : **Philhealth Members with inactive Philhealth Employee Number (PEN) in any category**

GSIS members (Government Employees):

- CF1 (Claim Form 1) duly accomplished with signature of employer
- UMID Card or Pay slip
- Business Name of Employer
- Contact No. of Employer
- PEN (Philhealth Employer Number)

SSS members (Employees from Private Firms):

- CF1 (Claim Form 1) duly accomplished with signature of employer
- ME5 (payment slip)
- RF1 (Remittance Form 1) latest 3 months
- or EPRS (Electronic Premium Reports System)
- or Certification of Contribution w/ signature of employer

4P's (Pantawid Familyang Pilipino Program) :

- CF1 (Claim Form 1)
- PMRF (Philhealth Member Registration Form)
- Marriage Contract of member
- Birth Certificate of dependent

IPP (Individually Paying Member):

- CF1 (Claim Form 1)
- Official Receipts of last 3 months remittance from Philhealth Office

SC (Senior Citizen) :

- CF1 (Claim Form 1)
- PMRF (Philhealth Member Registration Form)
-Senior Citizen ID
- Philhealth Member with active status in any category
- CF1 (Claim Form 1)

Duration : 21 minutes

How To Avail of the Service:

ADMISSION OF PHILHEALTH PATIENT

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Proceed to Philhealth Office Admission window and present the doctor's Admitting Order, a duly filled-up Claim Form 1 (CF1) and other applicable requirements.	Receive Doctor's Admitting Order & Claim Form 1 (CF1) Assess status of patient if Philhealth member (in any category) thru informative interview and portal viewing & instruct client to submit other applicable requirements.	5 mins.	Philhealth Clerk	none	Doctor's Admitting Order, Claim Form 1 (CF1)
2	Wait while the document submitted is being checked. For Undeclared Dependent, proceed to Philhealth Care.	For Active Philhealth members and declared dependent: Check as to completeness of requirements and if CF1 is properly filled-up & signed by member/representative. For Undeclared Dependent: Check as to completeness of requirements and if CF1 and Philhealth Member Registration Form (PMRF) are properly filled-up & signed by member or representative. Advice to proceed to Philhealth Care for dependent update.	5 mins.	Philhealth Clerk	None	CF1 and PMRF
3	Receive the Member Data Record (MDR).	Member is advised to wait while the Philhealth Care is being prepared; issue a Member Data Record (MDR) for updating of dependent.	5 mins.	Philhealth Clerk	None	MDR

How to avail the service -

ADMISSION OF PHILHEALTH PATIENT

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
4	Back to Admission window and present Member Data Record (MDR) from the PhilhealthCare. Receive the green card.	Receive the Member Data Record (MDR) and attach it to the member's CF1. Issue green card according to their category.	3 mins.	Philhealth Clerk	None	MDR/CF1 Green card
5	Distribute the approved Philhealth Slip (green card) to Nurse Station, Pharmacy, Laboratory, Xray or NICU.	Instruct member to distribute the approved Philhealth Slip (green card) to the Nurse Station, Pharmacy, Laboratory, Xray or NICU.	3 mins.	Philhealth Clerk	None	CF1/PMRF
END OF TRANSACTION						

