

GREGORIO T. LLUCH MEMORIAL HOSPITAL

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

Frontline Service : **FACILITATE IN THE GRANTING OF MEDICAL ASSISTANCE FUND PROGRAM (MAFP) OR DICOUNT OF HOPITAL BILL**

Schedule of Availability of Service : **Monday – Friday, 24/7 (24 hours open)**

Who May Avail of the Service : In-Patient/Admitted Patient

What are the requirements : Hospital bill and Certificate of Indigency

Duration : 30 mins.

How To Avail of the Service :

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Clients present their hospital bill and ask assistance to defray/discounts.	Conduct interview and do intake on client's data. Prepares case study summary.	15 mins.	Social Worker		Social Case Study Form
2	Present Certificate of Indigency & the hospital bill.	Advise client to present Barangay Indigency Certificate & Hospital Bill. Receive Certificate of Indigency issued by Barangay & the hospital bill.	5 mins.	Social Worker		Certificate of Indigency & Hospital Bill

How to avail the service -

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Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
3	Wait while the information is being validated.	Validate information stipulated in the Certificate of Indigency&patient's diagnosis in the Nurse Station againstthe hospital bill.	3 mins.	Social Worker		
4	Wait while the request is being referred to the Chief of Hospital.	Refer to the Chief of Hospital for the approval of the request.	3 mins.	Social Worker		
5	Receive hospital bill with discount.	Return the hospital bill to patient with duly approved request for hospital bill discount.	2 mins.	Social Worker		
6	Patient or watcher signed the record book.	Record the patient's availment of the Medical Assistance Fund Program or hospital bill discount in the record book and duly signed by the patient or patient's watcher.	2 mins.	Social Worker		
END OF TRANSACTION						