

# 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](mailto:gtmlh@ymail.com)

**Frontline Service : FACILITATION OF DISCHARGE 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 :** All admitted PhilHealth Patients
- What are the requirements :** Philhealth Member ID, 4P's ID, Senior Citizen ID, Marriage Contract with Registry Number, Birth Certificate with Registry No.

**Duration : 18 mins**

## How To Avail of the Service:

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 Discharge Order together with the patient's chart and Claim Form 1.	Receive doctor's Discharge Order.	1 min.	Philhealth Clerk		Doctor's Discharge Order, Patient's Chart, CF 1
2	Wait while the billing is still being processed.	Advise patient to wait while the patient's charges is being retrieved from the Billing Section.	5 mins.	Philhealth Clerk		Charge Slip
		Generate and print out Philhealth Benefit Eligibility Form (PBEF) of a member/patient.	1 min.	Philhealth Clerk		PBEF

**How to avail the service -**

**FACILITATION OF DISCHARGE PHILHEALTH PATIENT**

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
		Encode & print out Statement of Account (SOA), Claim Form 2 (CF2) of a member/patient.	3 mins.	Philhealth Clerk		SOA/CF2
2	Proceed to Discharge Window. Sign necessary documents.	Give all the necessary forms to the member/patient or representative for signature of the CF2, SOA & PBEF.  Instruct which part of the form must be signed.	2 mins.	Philhealth Clerk		SOA, PBEF, CF2
3	Present the whole documents back to the PHilhealth Clerk incharge.  Receive the discharge slip.  Present discharge slip to the Nurse Station& Security Guard on duty.	Receive and check if signatures are affixed properly in all forms.  Give the discharge slip to patient/member or representative.  Receive the discharge slip.	2 mins.  2 mins.  2 mins.	Philhealth Clerk  Philhealth Clerk  Nurse / Security Guard on duty		SOA, PBEF, CF2
<b>END OF TRANSACTION</b>						