

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 : ISSUANCE OF DEATH CERTIFICATE

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 : Immediate Relatives (legal spouse, parents, siblings) and legal guardian/representative
What are the requirements : Birth Certificate or any Proof of Legality, Official Receipt of Hospital Bill
 If Indigent, Certificate of Indigency
 IF Phil Health (PHIC) Member, proof of PHIC membership

Duration : 32 hrs & 20 mins

How to avail of the service :

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Present required documents. Wait while the requested document is being processed.	Receive and examine documents. Advice client to wait while the request is being processed (on a first come first serve basis).	3 mins.	Records Clerk	None	
		Verify availability of patient's records on file.	10 mins.			
		If record is available, refer to the attending physician for the final diagnosis of the expired patient (may take 2 days depending on the next duty of the attending physician). If record is not available, get the records of patient from the Nurse station.	2 days	Records Clerk		
2	Wait while the Death Certificate is being encoded.	Encode the data in the Death Certificate Template where information are taken from patient's record .	3 mins.	Records Clerk		Computer generated Death Certificate

How to avail the service		ISSUANCE OF DEATH CERTIFICATE				
Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
3	Note the instruction.	Refer to the attending physician as to the signing of the Death Certificate Form(may take 2 days depending on the next duty of the attending physician). Advise the client to go back to the Medical Records Section to claim the duly signed Death Certificate.	2 days	Records Clerk		Computer generated Death Certificate
4	Claim the Death Certificate Form for registration in the City Civil Registrar's Office.	Release the computer generated Death Certificate Form to client and instruct patient to forward to the following for action: City Health, embalmer, and City Civil Registrar.	5 mins.	Records Clerk		
END OF TRANSACTION						

