

# GREGORIO T. LLUCH MEMORIAL HOSPITAL

Gregorio T. Lluch Memorial Hospital, Quezon Ave. Ext., Pala-o, Iligan City  
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**Frontline Service : ISSUANCE OF MEDICAL 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

**What are the requirements :** Valid ID of the requesting patient  
**Who May Avail of the Service :** In-Patient& Out-Patient

**Duration : 16 hrs & 35 mins.**

**How to avail of the service: :**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Fill-up Request Form and present valid ID upon making the request to Medical Records Section (MRS).  Answer basic questions.  Wait while the medical record is being retrieved.	Receive Request Form.  Interview the patient/relative to verify correctness of the accomplished Request Form.  Advice patient to wait while Medical Record is being retrieved (on a first come first serve basis).  If OPD, request Patient's Medical Record from the OPD Nurse.  If In-Patient, retrieve records from Medical Records Section.	3 mins.  3 mins.  5 mins.	Records Clerk	None	Request Form       Patient's Medical Record
2	Wait while the Medical Certificate is being prepared.	Upon retrieval of Patients Medical Record, prepare Medical Certificate.	5 mins.	Records Clerk	None	Medical Certificate Form

**How to avail the service - ISSUANCE OF MEDICAL CERTIFICATE**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
3	Pay at the Cashier.  Present Official Receipt to the MRS.	Require patient to pay at the Cashier for the Medical Certificate Fee.  Receive and record Official Receipt in the logbook.	15 mins.  2 mins.	Cashier  Records Clerk	Php25.00 Medical Certificate Fee for Sick Leave/Record Purpose Php50.00 for Legal Matters	Official Receipt
4	Wait for the physician's signature.	Advise patient to return to the Medical Records Section after two days for the attending physician's signature and claim the Medical Certificate.	2 days	Records Clerk	None	
5	Claim Medical Certificate and affix signature in the release portion of the Certificate.	Release a copy of the Medical Certificate. Keep and file the duplicate copy.  Require patient to sign on the release portion of the office file copy of the Medical Certificate.	1 min.  1 min.	Records Clerk	None	Duly signed Medical Certificate

**END OF TRANSACTION**