

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 : **PREPARATION/ISSUANCE OF CERTIFICATION FOR PHIL HEALTH ENROLLMENT OF A NEW BORN CHILD**

Schedule of Availability of Service : Monday to Friday, 8:00AM to 5:00 PM w/ “No Noon Break”
Who May Avail of the Service : In-Patient
What are the requirements : If the mother is married, Marriage Contract and Official Receipt

If mother is not married, Residence Certificate, one (1) valid I.D. of the father and a photo copy of the Certificate of Live Birth (registered or not registered yet by the City Civil Registrar’s Office)

Duration : **8 mins.**

How to avail of the service :

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Present the duly filled-up Birth Information Form.	Receive/review the duly filled-up form.	3 mins.	Records Clerk		
2	Wait while the data is being encoded.	Encode the data in the Phil Health Enrolment Form and print.	3 mins.	Records Clerk		Phil Health Enrollment Form
3	Proceed to Phil Health Office.	Attach the unregistered Certificate of Live Birth to the Phil Health Enrollment Form. Return the said documents to the client and instruct to bring it to the Phil Health Office for the on-line registration.	2 mins.	Records Clerk		
END OF TRANSACTION						

