

GREGORIO T. LLUCH MEMORIAL HOSPITAL

Gregorio T. Lluch Memorial Hospital, Quezon Ave. Ext., Pala-o, Iligan City
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Frontline Service : **REFERRAL OF PATIENTS TO THE PHIL. CHARITY SWEEPSTAKES OFFICE & THE DEPT. OF SOCIAL WELFARE & DEVT.**

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

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

What are the requirements : Medical Abstract, Medical Certificate, and Certificate of Indigency

Duration : 9 mins :

How To Avail of the Service :

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Express intention to avail assistance from partner agency.	Conduct interview and do intake of client's data.	5 mins.	Social Worker		Medical Abstract Form
2	Receive the Medical Abstract Form.	Issue Medical Abstract Form. Instruct client to fill-up form properly.				
3	Present Certificate of Indigency	Require Certificate of Indigency if no Medical Certificate. Check and evaluate all the required documents.				

How to avail the service - REFERRAL OF PATIENTS TO THE PHIL. CHARITY SWEEPSTAKES OFFICE & THE DEPT. OF SOCIAL WELFARE & DEVT.

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
4	Receive the update of the status of the request.	Update client of the status of the referral to other agencies.	2 mins.	Social Worker		
5	Affix signature in the logbook as proof of referral.	Record in the logbook the client's name who is referred to other agencies. Require client to sign in the logbook as proof of availing the service.	2 mins.	Social Worker		
END OF TRANSACTION						

