

# GREGORIO T. LLUCH MEMORIAL HOSPITAL

Gregorio T. Lluch Memorial Hospital, Quezon Ave. Ext., Pala-o, Iligan City  
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**Frontline Service : SCREENING OF PATIENT IN THE OUT PATIENT DEPARTMENT**

**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 :** Out-Patient

**What are the requirements :**

1. Appointment or Referral Letter (if any)
2. List of current medication (if any)
3. Pertinent laboratory results
4. OPD Form
5. If Indigent, Certificate of Indigency
6. IF Phil Health (PHIC) Member, proof of PHIC membership

**Duration : 1 hr & 45 mins**

## How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Get priority number.		1 min.	Records Clerk		
2	New patient: Fill out new OPD Form  For old patient: present old OPD Form	For new patient, require to fill out new OPD Form. Assist patient in filling out new OPD Form  For old OPD, advise to present their old OPD Form when priority number is called.	5 mins.	OPD Nurse on duty		
3	Submit oneself for initial physical examination & answer basic questions.	Interview patient. Ask for chief complaints, get weight and vital signs and record in the patient's chart.	5 mins.	OPD Nurse on Duty		
4	Proceed to designated clinic.	Endorse OPD patient to their designated clinic (Surgery, Pediatric, Dental, Medicine, and OB-Gyne/Family Planning Clinic)	15 mins.	OPD Nurse on Duty		

How to avail the service -

SCREENING OF PATIENT IN THE OUT PATIENT DEPARTMENT

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
5	Submit self for medical examination.  Receive physician's instructions.	Conduct assessment/physical examination.  Prescribe medications, diagnostic procedure and/or laboratory examinations (whatever is applicable).	10 mins.	Physician on Duty		
6	Proceed to Phil Health (PHIC) Office.  Proceed to the Cashier for necessary fees.	If PHIC patient ,advice to secure ID/MDR .  If non PHIC patient, advice to pay at the cashier.	10 mins.	PHI C staff  Cashier		
7	Submit oneself for X-ray/ laboratory examination/any diagnostic procedure, surgical procedure(whatever is applicable).  Retrieve result of the X-ray/ laboratory examination/any diagnostic procedure & present to the ROD.	Instruct patient to proceed to X-ray Section/Laboratory, or perform surgical procedure, whatever is applicable.  Receive results and evaluate. Prescribe medications.	1 hr.	OPD Staff, Physician on duty		
8	Receive the medicine prescription (if any). Leave the clinic with instructions to follow.	Discharge the patient.	3 mins.	OPD Staff, Physician on duty		
<b>END OF TRANSACTION</b>						