

3. Provision of Medical/Hospital, Laboratory/Diagnostic and Livelihood Assistance

Description of the Service: One of the basic services provided by the City Government includes the provision of medical/hospital and laboratory/diagnostic assistance to indigent citizens who cannot afford to acquire medical services and/or pay their hospital bills. The office also provides livelihood assistance to indigent citizens (solo parents, households living below the poverty threshold) to augment their means of living through the City Agriculture or City Cooperative Office. Those who would like to avail of such services must undergo a Social Case Study from the CSWDO before the grant of assistance.

Office or Divisions:	Office of the City Mayor	
Classification:	SIMPLE	
Type of Transaction:	G2C	
Who may avail:	Indigent Citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Medical/Hospital Assistance:	1. Certificate of Indigency 2. Medical Certificate/Medical Abstract of Patient 3. Hospital Bill/Statement of Account with Promissory Note 4. Doctor's Prescription	
	From the Barangay where the individual resides From the Clinic/Hospital	

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements/request for verification	Accept. Assess and verify the documents	None	3 minutes	Rowena Macugay Administrative Aide IV -or- Angelo Espinosa Casual
2. Claim the Medical/Hospital or Livelihood Grant	Release of Medical/Hospital or Livelihood Grant	None	2 minutes	Dr. Josemarie L. Diaz City Mayor
TOTAL:		5 minutes		