



# OFFICE OF THE CITY MAYOR

## GRANT OF ADDITIONAL HOSPITAL BILL DISCOUNT

### ABOUT THE SERVICE

This service is related with the additional discount given by the City Mayor to its constituents who are admitted at the James L. Gordon Memorial Hospital.

### WHO CAN AVAIL OF THE SERVICE

Any public individual/s who is a resident of Olongapo City or nearby municipalities admitted at the James L. Gordon Memorial Hospital may avail of this service..

### REQUIREMENTS

1. Identification Card
2. Updated Hospital Bill

### AVAILABILITY OF SERVICE

MONDAY TO FRIDAY  
08:00 AM to 05:00 PM  
NO NOON BREAK

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	Submit Updated hospital bill coming from James L. Gordon Memorial Hospital	Interview client	10 minutes	Admin Assistant	None	Updated Hospital Bill
2	Sign the Action Slip	Assess hospital bill and stamp with control number date and time	10 minutes	Admin Assistant	None	Action Slip Checklist
3	Pay discounted hospital bill	Inform client to present discounted hospital bill  Issue official receipt	10 minutes  5 minutes	Admin Assistant  Hospital Cashier	None	

Total Time: 35 minutes (excluding waiting time)

