



External

30. SERVICENAME: ENROLLMENT OF PATIENTS WITHOUT PHILHEALTH TO POINT OF SERVICE

Description of the Service: This service ensures that patients lacking PhilHealth coverage are registered via the Point of Service mechanism upon admission.

Office or Division:	Medical Social Work Department			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Patients without PhilHealth			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Barangay Indigency Valid I.D Marriage Certificate / Birth Certificate PhilHealth membership record form 		<ul style="list-style-type: none"> Barangay BIR, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO, COMELEC, POST OFFICE, PHILHEALTH 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide Membership Data Record (MDR) and PhilHealth ID	<p>Check / review PhilHealth status.</p> <p>Coordinate with the PhilHealth Office.</p> <p>Assess if the client/patient is financially</p>	None	1 min	<p>MSWD Staff on duty</p> <p>Claims staff on duty</p>



	<p>incapable for point of service.</p> <p>If the client is eligible, he or she will advise to secure the necessary requirements.</p>				
2. Provide the requirements	<p>Check the completeness of the requirements like the marriage contract, birth certificate, barangay indigency and valid ID</p>	None	1 min	MSWD staff on duty	
3. Fill out the PhilHealth Member Registration Form (PMRF)	<p>Check the correctness of the details from the PMRF base on the attach birth certificate and other pertinent documents</p> <p>Enroll client in point of service</p>	None	3 mins	MSWD staff on duty	
4. Client will wait for the approval of PhilHealth	<p>Print the registration slip and give a copy to the</p>	None	2 – 3 working days	MSWD staff on duty	



	client for reference.			PhilHealth Regional Office
	TOTAL		5 mins – Enrollment 2 – 3 working days approval	