



TRANSMITTAL OF PHILHEALTH CLAIMS

Recording all hospital procedures, services, medical supplies, drugs and medicines incurred by patients regardless of patient's classifications. This includes claims, fees and use of facilities and other non-patient services to process discharging of patient.

Office or Division:	Billing and Claims Section			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	In-patients and Out-patients (Certified member of PHILHEALTH)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notice of Discharge PMRF, MDR/PBEF, and CSF Birth Certificate		Nurse Station (WARD) Philhealth Medical Records		
Marriage Contract, Senior Citizen ID, OR of Monthly/ Quarterly Contribution MDR/PBEF Philhealth Certification (CE1/Sponsored) and 4P's ID		Patient		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits PHIC Documents	Receives PHIC Documents	None	5 Minutes	Billing/ Philhealth Clerk
	Reviews submitted PHIC Documents	None	5 Minutes	Billing/ Philhealth Clerk
If Documents are complete: Signs the CSF and CF2 Consent portions of the member	Attaches the CSF, CF2, CF3, (if applicable), and CF4 to the Patients Chart	None	5 Minutes	Billing/ Philhealth Clerk
	Accomplish and signs the CSF, CF2, CF3, and CF4, and indicate the corresponding ICD 10 or RVS Code	None	1 Hour	Attending Physician and Nurse

	Accomplishes and Signs CSF, CF2	None	10 Minutes	Billing/Philhealth Officer
	Process and records Patient's Claims	None	1 Day	Philhealth Clerk
	Transmit to Philhealth	None	60 Days	Philhealth Clerk