



PHILHEALTH BENEFIT

Verification and recording all hospital procedures, services, medical supplies, drugs and medicines incurred by patients. This includes claims, fees and use of facilities to process discharging of patient.

Office or Division:	Billing and Claims Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	In-patients (Philhealth Member)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any Government issued Valid ID Official Receipt of Monthly/ Quarterly Contribution * (1 photocopy)		Government Agency		
Members Data Record / Philhealth Benefit Eligibility Form* (1 photocopy)		Philhealth Office		
Philhealth Certification (CE1/Sponsored) (1 photocopy)		Philhealth Office		
4P's ID (for 4P's Member) (1 photocopy)		Barangay Hall		
Birth Certificate *(1 photocopy)		Philippine Statistics Authority		
Marriage Certificate *(1 photocopy)		Philippine Statistics Authority		
Senior Citizen ID (1 photocopy)		Any Office of the Senior Citizens Affairs		
*As needed				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient or Relative shall proceed to Philhealth and Billing Section, submit the requirements and give the filled-up Philhealth Benefit Eligibility Form	1. Verifies eligibility from Philhealth portal to produce the Philhealth Benefit Eligibility Form 1.2 Print the Philhealth Eligibility Form	None	10 Minutes	<i>Philhealth Clerk</i> Billing and Claims Unit