



## REQUEST FOR MEDICAL SOCIAL SERVICE ASSISTANCE FOR PHILHEALTH POINT OF SERVICE

PhilHealth Point of Service is a program to cover all Filipinos under the National Health Insurance Program specifically the unregistered and inactive registered members that are financially incapable. Health Care Institutions are directed to enroll their patients to register within 72 hours upon admission or within their admission period.

<b>Office or Division:</b>	Medical Social Service Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	For indigent In- patient needing to be enrolled to Point of Service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any Valid Government issued ID or Barangay Clearance (3 copies)		Any Government Agency		
Birth Certificate (3 copies)		Philippine Statistics Authority		
Marriage Contract (3 copies)		Philippine Statistics Authority		
Statement of Account (3 copies)		Billing and PhilHealth Department		
Barangay Indigency Original (3 copies)		Barangay Hall		
Medical Certificate (1 original copy)		Medical Records		
PhilHealth Member Registration Form (1 copy)		Admitting Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Upon admission, relative proceeds to Medical Social Service Department for interview and assessment and fill up the PhilHealth Member Registration Form	1. Assess and verify the authenticity of requirements  1.1 Classify the patient based on their financial Status	None	20 Minutes	<i>Social Welfare Officer</i> Medical Social Service Unit
2. Submit the requirements needed	2. Receive and encode information of the patient correctly to Point of Service Sponsored PhilHealth  2.1 Transmit released PhilHealth number with POS certification to PhilHealth Department *Once generated	None	4 Minutes	<i>Social Welfare Officer</i> Medical Social Service Unit
3. Wait for the release of the PhilHealth Number	3. Inform the patient as to the time of release	None	1 Minute	<i>Social Welfare Officer</i> Medical Social Service Unit