

1. Admitting Section Services (Evaluation of Philhealth Eligibility of In-patients)

This service evaluates and assesses the patients' eligibility to avail of Philhealth benefits. It is also a way to determine patients without Philhealth or with inactive Philhealth for possible enrolment to Point of Service (POS). This service is available from 7:00 AM to 11:00 PM, Mondays to Saturdays, except holidays.

Office or Division:	St. Paul Hospital			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	All Patients or Authorized Representatives/Watcher			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Philhealth Member Data Record, if available Identification card, if available			Patient/watcher Patient/watcher	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Member/patient approach to the admitting section located at the Emergency Room and	1.1 Admitting clerk will ask for the Philhealth Identification Number (PIN) or personal information of the member if PIN is not available	None	5 Minutes	<i>Admitting Clerk</i> Admitting Section
2. Write name and details in the patient in the Evaluation logbook for Philhealth eligibility verification	2.1 Interview the client about member/patient's Philhealth information and verify the eligibility of the said information through Philhealth portal.	None	15 Minutes	<i>Admitting Clerk</i> Admitting Section

3. Receive Philhealth Benefit Slip if found with updated Philhealth member data record or list of requirements for possible Point of Service (POS) enrolment/ updating of records.	<p>3.1 Clerk shall sign and issue Philhealth slip as proof of Philhealth active membership if with active membership</p> <p>If no active membership, clerk shall provide a checklist of requirements for possible Point of Service (POS) enrolment, instruct to proceed to Medical Social Worker for Point of Service (POS) certification/ social classification.</p>		5 minutes	
	TOTAL	None	25 Minutes	