

10. Issuance of Philhealth Benefit Eligibility Record

This service can check and update Philhealth membership status.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to client			
Who may avail:	All PhilHealth Members and dependents within Tagoloan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Philhealth ID or valid ID with Birth date			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to client's logbook	Register client into client logbook	none	15 minutes	<i>Administrative Aide I</i> Municipal Health Office
2. Presentation of Philhealth ID	Receive and verify Philhealth Number through Philhealth portal	none	30 minutes	<i>Administrative Aide I</i> Municipal Health Office
3. Claim Philhealth Benefits Eligibility Form/Record	Release to the client the Benefit Eligibility Form/Record	none	15 minutes	<i>Administrative Aide I</i> Municipal Health Office
4. Request client to accomplish client satisfaction survey (CSS) Form	Accomplish client satisfaction survey (CSS) and drop it to the feedback box.	none	10 minutes	<i>Administrative Aide I</i> Municipal Health Office
			TOTAL:	55 minutes