

## 2. Issuance of Medical Assistance

An assistance provided to the constituents of Davao del Norte that are admitted at any government hospitals who have an excess hospital bills during admission or Out Patient expenses.

<b>Office or Division:</b>	Provincial Governor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. General Intake Sheet (GIS) confirmed by the client (1 Original) 2. Identification Card or Yellow Card (admitted) (1 Photocopy) 3. Prescriptions/Hospital Bills from any government physicians/hospital in Davao del Norte clinics/health units/hospitals, SMPC and any national government hospitals (1 Original) 4. Valid ID of claimant and/or patient or barangay certificate if no valid ID can be presented (1 Photocopy)		1. Provincial Social Welfare and Development Office 2. Any Government Hospital or Clinic 3. Any Government Doctors/Physicians 4. Any Government Institution issued		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Doctor's prescription/charge slip/yellow card/lab request/hospital bill	1.1 Fill-up referral from signed by the Provincial Governor	None	2 minutes	<i>Officer of the Day Medical Section</i>
2. Present patients valid ID	2.1 Verifies client's identification card(ID)	None	2 minutes	<i>Officer of the Day Medical Section</i>
	2.2 Released accomplished referral form to client	None	1 minute	<i>Officer of the Day Medical Section</i>
<b>TOTAL:</b>			<b>5 minutes</b>	