

2. PhilHealth Sponsored Program

Processing of PhilHealth Insurance for identified indigent clients of the province through Point-of-care and inclusion to the Province's Sponsored Program list effective for 1 year. (Including, dialysis, cancer and HIV patients).

Office or Division:	PEEDO Health Insurance Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth certificate or Marriage contract (1 photocopy)		1. Local Civil Registrar (LGU)		
2. Birth certificate of dependents (1 photo copy) (21 yrs. Below)		2. Local Civil Registrar (LGU)		
3. Certificate of confinement (1 Original Copy)		3. Davao del Norte Hospital – Kapalong, Carmen, IGACOS Zone		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission requirements to PEEDO admin	1.1. Give Log book to client 1.2. Interview clients for personal Information 1.3. Issuance of certification 1.4. Instruct clients to proceed to local PhilHealth Office. 1.5. Instruct client to proceed to hospital SWO after acquiring MDR and CE1 form from PhilHealth Office	N/A	5 minutes	<i>Admin Aide VI PEEDO</i>
2.Client Submits certification and other documents to PhilHealth Office		N/A	1 hour	<i>PhilHealth in charge PhilHealth</i>
3.Submit MDR and CE1 form to the DDN	3.1. Receive the required documents	N/A	5 minutes	<i>DDN Hospital Social Worker</i>

Hospital	and check for completeness 3.2. Start processing clients PhilHealth for inclusion in the sponsored program			PEEDO-DDN Hospital
TOTAL:		N/A	1 hour and 10 minutes	