GUIDELINES FOR ALL THE MEMBERS OF NHIP INCLUDING OVERSEAS FILIPINO WORKERS (OFWS) WHO CANNOT PERSONALLY TRANSACT BUSINESS WITH THE CORPORATION

Read online (full-text search, related cases, audio case brief): https://batas.org/library/4ee93f4c00c2/

Further to PhilHealth Circular No. 11 s-2004 entitled Authorized Signatory in PhilHealth Claims Form 1 in the Absence of the member and to effectively process the transactions of members of the NHIP including OFWs and in consideration of the instances that he/she is not available personally to transact business with the Corporation, the following individuals are authorized to act and sign any PhilHealth document (i.e. Claim Form 1, M1b, M2 and any other related documents excluding receipt of benefit payment for reimbursement unless authorized by the member) in behalf of the member.

PARTICULARS DOCUMENTARY REQUIREMENTS

In order of priorities: - authorization letter from the member:

- Legitimate Spouse - stating the reason for signing in behalf of the member;

- Children (18 years old and above) - including full name, complete address and contact number of the authorized representative; and

- Parents (Adoptive Parent/Biological Parent/Step Parent)

- Brothers/Sisters (18 years old and above) - photocopy of any document proving that the Member is an active OFW if applicable; and

- Other individuals as duly Authorized

Representative - photocopy of the Identification Card (ID)

of the Duly authorized representative.

In addition, the witness who will affix his/her thumbmark in claim Form 1 should also be the same person who will sign in behalf of the member.

For your information and guidance.

Adopted: 01 March 2006

(SGD.) LORNA O. FAJARDO
Officer-in-Charge
Office of the President and CEO

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