PRESCRIBING THE PROCEDURAL GUIDELINES ON REGISTRATION OF MEMBERSHIP UNDER THE MEDICARE PROGRAM FOR OCWS

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In the interest of the service and in order to facilitate implementation of the Medicare Program for OCWs, the following requirements and procedures shall be observed for the guidance of all concerned:

I

Registration Requirements

Registration/enrollment and recording of members shall be in accordance with the charter of OWWA.

Those enrolling within the country must meet the following requirements:

1. Submission of properly accomplished enrollment form (OCW Medicare Information Sheet)

2. Enrollment papers processed thru POEA or its duly designated processing centers

3. Payment of corresponding premiums to OWWA or its duly designated collecting centers

II

Workflow for the Processing of Documents

All OCWs shall be required to fill up the Medicare Information Sheet (MIS) provided for the purpose. Those workers seeking for exemption from Compulsory Medical coverage are required to attach acceptable proof of exemption which maybe the Certificate of Active SSS/GSIS Voluntary Membership status/OR for premium payment the current quarter of the calendar year issued by the SSS/GSIS or the Medicare Eligibility Certificate (MEC). The MEC may be accepted if the Medicare coverage has at least two (2) months of unexpired portion. Proceeding of Medicare coverage shall vary according to worker type to wit:

A. Balik Manggagawa

1. OCW secures OCW Info Sheet, Indemnify Agreement and the MIS at the Balik-Manggagawa Assistance Center (BMAC) and accomplishes these forms.

2. OCW submits accomplished MIS to the Medicare Registration Desk located at BMAC for verification and proper advice. The documents shall be received by the Medicare Receiving/Releasing Officer (MR/RO):

2.1.

Those covered under the GSIS/SSS Voluntary Membership Program who, upon presentation and verification of acceptable proof of exemption shall be issued a corresponding Certificate of Exemption;

2.2.

Those eligible for Medicare coverage whose MIS shall be correspondingly stamped "FOR COVERAGE" shall be forwarded to the Collecting Officer for payment of Medicare premium and issuance of corresponding official

receipt (OR) to the OCW; and

2.3.

The Collecting Officer forwards MIS to the encoder for recording and generation of MEC.

3. OCW presents receipt of Medicare premium to the MR/RO for the release of MEC.

4. OCW submits OCW Info Sheet, Indemnify Agreement, MEC or Certificate of Exemption for evaluation by the POEA.

5. Insurance payment.

6. Preparation and signing of Overseas Eligibility Certificate (OEC).

7. POEA collection.

8. Releasing of OEC and other documents.

B. Workflow for Government Hiring

1. Standard Government Hiring Procedure.

2. Selection.

3. Medical Referral and Actual Medical Examination to determine whether the OCW is medically and physically fit for overseas employment.

4. Issuance of MIS and other forms/documents for processing.

5. OCW applicant submits accomplished MIS to Medicare Registration Center for verification.

6. The Medicare Verification Officer (MVO) segregates those exempted from Medicare coverage and checks the acceptable proof of exemption and issues the corresponding Certificate.

7. MVO stamps accomplished MIS for Medicare coverage with proper advice and forwards the same to the collecting officer for payment of Medicare premium.

8. The Collecting Officer pages the OCW for payment of Medicare Premium and issues corresponding OR.

9. The Collecting Officer forwards the MIS to the encoder for recording in the Medicare Members File.

10. OCW presents Medicare receipt to the MR/RO for the issuance of the MEC.

11. OCW present MEC or Certificate of Exemption as requirement for standard GPB procedures.

12. Collection of OWWA contribution and Insurance payment.

13. POEA collection.

14. OEC preparation and signing.

15. Releasing of OEC and other documents.

C. Workflow for ECPB and FARO

1. All OCW applicants accomplish the MIS and submit the same to the Agency Liaison Officer (LO). To qualify for exemption, the OCW-applicants should attach acceptable proof of exemption.

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2. The Agency LOS submit a copy Summary of OCWs Applying for Medicare Coverage (SAMC) and the corresponding number of accomplished MIS for verification to the Medicare Registration Center at the POEA.

3. The Medicare Registration Center:

- The MR/RO receives the MIS and the SAMC.

- The MVO checks if the number of MIS tally with the SAMC and the number of workers requested for processing.

- The MVO checks if worker is exempted or eligible for Medicare coverage and verifies all accompanying attachments/documents for exemption.

- The MVO segregates those exempted or eligible for coverage and issues corresponding Certificate of Exemption.

- The MVO forwards MIS eligible applicants and Certificates of Exemption to Medicare Collecting Officer for payment of Medicare premium.

- The Collecting Officer pages the LO for payment of Medicare premium and issues OR

- The Collecting Officer returns the duplicate copy of the SAMC to the LO and forwards the MIS and other documents to the encoder for recording.

- Encoder records Medicare-related data from the MIS in the Members File, generates MEC and forwards the same to the MR/RO for release.

- The MR/RO pages the agency LOs and releases the MEC and Certificate of Exemption upon presentation of the OR.

4. The Agency LOs submit the MEC as additional requirement to the ECPB and FARO receiving units for standard contract processing procedure.

5. OCW proceeds to POEA Collection Officer and subsequently to the OWWA Collection Officer for payment of corresponding fees.

6. Repatriation Bond payment.

7. Releasing of OEC and other documents.

D. For Name-Hire Unit

1. POEA checks for completeness of documentary requirements and issues the MIS.

2. OCW applicant accomplishes MIS and attaches acceptable proof of examination.

3. The Agency LOs/OCWs submit MIS for verification to the Medicare Registration Center.

4. Medicare Registration Center.

- The MR/RO receives the MIS and the SAMC.

- Checks if OCW is exempted or eligible for Medicare coverage and stamps the MIS with the proper advice. Those exempted for coverage shall be issued a Certificate of Exemption.

- The MVO checks if worker is exempted or eligible for Medicare coverage and verifies all accompanying attachments/documents for exemption.

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- The MVO segregates those exempted or eligible for coverage and issues corresponding Certificate of Exemption.

- The MVO forwards MIS of eligible applicants and Certificates of Exemption to Medicare Collecting Officer for payment of Medicare premium.

- The Collecting Officer pages the LO for payment of Medicare premium and issues OR.

- The Collecting Officer returns the duplicate copy of the SAMC to the LO and forwards the MIS and other documents to the encoder for recording.

- Encoder records Medicare-related data from the MIS in the Members File, generates MEC and forwards the same to the MR/RO for release.

- The MR/RO pages the agency LOs and releases the MEC and Certificate of Exemption upon presentation of the OR.

5. POEA checks OR for Medicare, if applicable and released OEC and other documents.

III

Processing of Regional Applications

OCW applicants residing outside Metro Manila may file their Medicare applications through the Regional OWWA Units with the following procedures:

1. OCW applicant secures MIS from the ROU.

2. OCW submits accomplished MIS to the ROU and attaches acceptable proof of exemption.

3. ROU evaluates accomplished MIS including the attachments and issues the corresponding Certificate of Exemption to qualified applicants. Those qualified for coverage shall be forwarded to the designated Collecting officer for the payment of Medicare premium.

4. Accomplished MIS for coverage and exemption shall be forwarded to the OWWA Main Office separately to facilitate encoding and preparation of the corresponding MEC.

5. The MEC shall be forwarded to the ROU through the Regional Operations Coordinating Center (ROCC).

6. OCW presents receipt of Medicare premium to claim MEC at ROU after one week.

IV

Processing of Overseas Applications

OCW applicants at job-site may file application at the Filipino Workers Social Centers (FWSC).

1. OCW applicants secures MIS from the FWSC.

2. OCW submits accomplished MIS to the Welfare Officers with the acceptable proof of exemption to qualify for exemption.

3. Welfare Officer evaluates accomplished MIS including attachments and issues corresponding Certificate of exemption to qualified applicants. Those qualified for coverage shall be forwarded to the designated Collecting Officer for payment of the Medicare premium.

4. All accomplished MIS for coverage and exemption shall be forwarded to the OWWA Main Office separately to facilitate encoding and preparation of the MEC.

5. OWWA forwards MEC to beneficiaries located in Metro Manila or through the ROCC for those situated in the provinces.

For immediate compliance.

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