DECENTRALIZATION OF MEDICARE REGISTRATION PROCESS

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In the interest of the service and in order to decentralize Medicare registration at the regional level, the following procedural guidelines shall be observed:

A.

Application for Medical Coverage for Regional Applicants Shall be Filed at the Regional OWWA Unit (ROU)

Responsibility Center

Activity

1. Filipino Overseas Contract Worker Fills up the Medicare Information Sheet (MIS) and submits the same to the Medicare Clerk for verification

2. General Clerk Verifies the MIS and forwards the application to the Cashier if found eligible

3. Filipino Overseas Contract Worker Pays the Medicare Premium

4. Cashier Receives premium payment and issues corresponding receipt

5. General Clerk Encodes pertinent data to generate the Medicare Eligibility Certificate (MEC); Files the MIS

6. ROU Supervisor Initials the MEC

7. General Clerk Releases the MEC to the OCW

B.

Application for Exemption From Medicare Coverage

An OCW who has an existing coverage of the Medicare program thru his active status under the SSS/GSIS Voluntary Membership Program shall be exempted from mandatory coverage.

Responsibility Center

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

Activity

1. Filipino Overseas Contract Worker Fills up the MIS and presents proofs of active SSS/GSIS membership

2. General Clerk Verifies the documents

Prepares a Certificate of Exemption from Medicare Coverage

Files MIS

3. ROU Supervisor Signs the Certificate of Exemption

4. General Clerk Releases the Certificate of Exemption to the OCW

C.

Report Requirement

At the end of the day, the General Clerk shall generate the Report of MECs Generated/Certificates of Exemption issued. For control measures, the supervisor shall ensure that collection tallies with the number of MECs generated. These reports shall be backed-up on a disk. To ensure effectiveness and timeliness of information, the diskette together with the hard copy of the enrollees/exempted shall be forwarded to the Registration and Management Information Systems Division of the Medicare Assistance Program for database updating every Wednesday.

For compliance.

Adopted: 11 December 1995.

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