# PRESCRIBING THE DETAILED GUIDELINES FOR MEDICARE COLLECTION ON SITE

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In the interest of the service and in view of the implementation of the Medicare Program for OCWs on site, hereunder are the policies governing collection of premium payment.

**I.**

Coverage

All Filipino overseas contract workers shall be covered by the Medical Care Program for OCWs (MCPO). Before an FOCW can be eligible to the MCPO, he must first be a member of the OWWA fund.

Exempted from the mandatory coverage are OCWs who are active voluntary members of either SSS or GSIS and those workers who have at least 2 months of unexpired coverage in the Medicare Program for OCWs.

The documentary requirements for workers seeking exemption are the following:

1. Official Receipts of SSS/GSIS premium payment for the current quarter or;

2. Certificate of active SSS/GSIS voluntary membership status.

**II.**

Documentary Requirements

For documented workers, the filled-up Medicare Information Sheet (MIS), and payment of Medicare Premium shall be additional requirements when applying for contract processing and issuance of Overseas Employment Certificate (OEC). For undocumented workers, the proof of Welfare Fund Contribution shall be an additional requirement on top of the above-stated.

**III.**

Medicare Premium Payment

The designated cashier shall issue an Official Receipt (OR) to the applicant upon payment of annual premium of P900.00 or its equivalent in US$ and submission of the requirements in Section II above.

Applicants who wish to be exempted but are unable to present the aforementioned documents shall be advised to file their application at the POEA Processing Center.

## IV.

The Medicare Eligibility Certificate (MEC)

The MEC shall serve as a proof of membership to the Medicare Program for OCWs. It shall be presented to the accredited hospital upon availment of services. It shall be mailed to the worker's beneficiaries in the Philippines prior to the effectivity of coverage.

## V.

Issuance of Official Receipt (OR)

The designated cashier shall issue an OR distributed as follows:

Original (white) Payor

Duplicate (pink) Attachment to the Report of Collection

Triplicate (blue) Designated Cashier's file copy

## VI.

Deposits

Initial deposit shall be made by the designated cashier when collection reaches a minimum maintaining balance. Thereafter, daily deposit shall be made. Deposits shall be made preferably with Land Bank's representative office. Deposit slips shall be in triplicate to be distributed as follows:

Original (bank validated) AFMD — Medicare

Duplicate (bank validated) Attachment to Report of Collection

Triplicate (bank validated) Cashier's file for reconciliation

## VII.

Remittance of Collection

All collections shall be remitted to the Capital Fund of OWWA-Medicare maintained at the Land Bank of the Philippines on the first week of the succeeding month.

## VIII.

Report Requirements

The designated cashier shall submit/maintain the following reports/books:

Report/Book Frequency Time of Submission

Cash Book Daily maintained at the post

Report of Collection Monthly 1st week of the succeeding month


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Report of Accountability Monthly 1st week of the succeeding month

Bank Book maintained at the post

Statement of Account maintained at the post

For compliance.

Adopted: 20 November 1995.

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