[OWWA MEMORANDUM OF INSTRUCTIONS NO. 019, S. 1995, December 11, 1995]

DECENTRALIZATION OF MEDICARE REGISTRATION PROCESS

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	Activity