

**[OWWA MEMORANDUM OF INSTRUCTION NO.
014 S. 1994, December 22, 1994]**

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

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.