

1. Admission of Non-Paying Patients

Hospital care and treatment of qualified patients in accordance with the generally accepted medical principles and practices. Patients are subject to the rules and regulations of the treatment facilities.

Office/Division:	Admission & Disposition Section, HIMD				
Classification:	Simple				
Type of Transaction	G2C – Government to Citizen				
Who may avail: (per Cir Nr 1 GHQ AFP dtd 20 Jan 2004)	and their Direct Deper Citizen Armed Forces Probationary Officers PAF Flying School; R Candidate Soldiers w Annual Active Duty T Persons in Military Co Informers, Guides an AFP; Civilian Employees of and AFP;	Personnel of the Armed Forces of the Philippines (AFP)			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
AFP Issued ID/Certific Dependents, Reservis Civilian Employee, etc	t, Legal Beneficiary,	Major Service	Adjutants/OTAG,	GHQ	
PhilHealth ID or MDR	(1 photocopy)	PhilHealth Off	ice		
Admission Slip		Emergency Ro	oom/Wards/A&D	Section, HIMD	
Military					
*If Military ID is expired (1 photocopy)		Finance Center			
CAFGU Active Auxili	ary				
Evacuation Tag		Other Military Treatment Facilities			
G3 Certification (1 orig	inal)	OG3, Philippine Army			
Special Order		Respective Unit Adjutants			
Reservist	15	D	LA A all A a a 4 a		
AADT Order (1 origina	1)	Respective Ur		DEDCOM	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE	
Submit filled-out Admission Slip together with other requirements	Validate receive documents for completeness & utilization recording	None	5 Minutes	Duty Personnel Admission & Disposition Section, HIMD	



2. Admission of Paying Patients

Admission of Other Civilian Patients prescribed in the Circular Nr 1 who are granted Authority for Hospitalization to AFP Health Facilities subject to existing rules and regulations.

Office/Division:	Admission & Disposition Section, HIMD				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail: (per Cir Nr 1 GHQ AFP dtd 20 Jan 2004)	Philippine National Police; Coast Guard Personnel; Dependents Other Than Direct of Active Military Personnel; Dependents of Retired Military Personnel/Veterans/Pensioner; or Plain Civilian Clientele. (Must be classified at least one of the following to be admitted): (a) emergency case (b) humanitarian considerations (c) referred by the Commander-in-Chief, SND, or CSAFP, and whose illness are exceptional educational values to the Medical/Dental profession as determined by TSG, and TDCS (Ref: CSAFP Guidance re: Civilian Patients Confined at VLGH dtd 29 Aug 2018				
CHECKLIST OF F			WHERE TO SECU		
Authority for Admission	1	Office of the C	hief of Staff, AFP		
Admission Assessmen		Emergency Room / Wards			
Government Issued Ide (1 original and 1 photoe	entification Card	Government Organization Issuing Authority			
PhilHealth ID or MDR (1 photocopy)	PhilHealth Office	ce	7404-110 - 110-11-24-24-110 - 12-14-14-14-14-14-14-14-14-14-14-14-14-14-	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE	
Submit filled-out Admission Slip together with other requirements	Validate receive documents for completeness Verify PhilHealth eligibility	None	5 Minutes		
	Encoding of patient data Clinical Cover Sheet & In-Patient Clearance Form	None	20 Minutes	Duty Personnel Admission & Disposition Section	
2. Sign in the Patient Log book for admission kit	3. Give the Log book to the patient	None	2 Minutes		



1. Consultation of Non-Paying Patients

A procedure of getting medical advice or opinion from a professional/expert for evaluation and management.

Office/Division: Ambulatory Car		are Department,	VLMC					
Glassification: Highly Techn		Highly Technic	cal					
Types of Transaction: G2C - Govern		ment to Citizen						
wno may avail: Active Military		Personnel of the	Armed Forces of	the Philippines				
		(All) and the	Active Military Personnel of the Armed Forces of the Philippines (AFP) and their Direct Dependents;					
dtd 20 Jan 2004)		Citizen Armed Forces Geographical Units Active Auxilian (CAA)						
		1 Toballollary C	Probationary Officers of the AFP; AFP Cadets/Cadettes (PMA,					
		OOS, FAF FIVING SCHOOL ROTC Cadets/Cadettee on Cummer						
		Camp Hailing	Carry Halling), Candidate Soldiers while undergoing Military					
		rianing, and R	eservist on Ann	Ual Active Duty Tr	aining			
		(AADI)/ASSEM	DIV Or Mobilization	on Test	9			
		Persons in Milit	ary Custody or (Confinement:				
		informers, Guid	es and Civilian \	Volunteers while a	ctually working			
		WILLIALE,	Informers, Guides and Civilian Volunteers while actually working with AFP; Civilian Employees of the OSND and AFP;					
		Supriving San	ees of the OSNI	D and AFP;				
CHECKLIST	E PEO	Surviving Spous	se and their Dire	ect Dependents				
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
Certificate of Dene	AFP Issued Identification Card Certificate of Dependency		Major Service Adjutants / OTAG, GHQ					
ocitinoate of Dependency		Major Service Adjutants						
CLIENT STEPS	AGE	ENCY ACTION	FEES TO BE		PERSON			
1. Patients seeking	1 Ad	vised to	PAID	TIME	RESPONSIBLE			
consultation	proceed to Record		None	15 Minutes	Records Clerk Medical Records			
	Section for issuance							
	of rec			The state of the s	Section			
2. Proceed to	2. Me	dicine, Pedia	, sp. 1 = 5					
respective section	Surge	ery, ENT,	None	30 Minutes				
	Ophth	na, OB-Gyne			Attending Physician			
	etc	etc (Consultation/			ACD, VLMC			
2 14 '''		sition)			, los, velvio			
3. If no ancillary procedure needed;		issuance of			Pharmacist Pharmacy			
advise to proceed	medic	ines	None	8 Minutes				
to Pharmacy Svc			None		Section			
WITHOUT ANCI	LADY	DDOOFDUID			ACD, VLMC			
WITHOUT ANCILLARY PROCEDURE TOTAL:		None	53 Minutes					
. Submit to	4. Con							
ncillary	ancilla	ry procedures			Medical			
rocedures. *If	as req	uested by	None	20 Minutes	Technologist			
ith ancillary	attend	ing Physicians		20 14111111105	ACD, VLMC			
rocedure	(Lab, E	ECG, X-Ray, &						
.1 Return to	etc) for initial			STAT- release				

specified date for the result of requested ancillary procedure	reading and interpretation	None	within the day Note: (Release of results within 2 working days waiting period)	Medical Technologist ACD, VLMC
5. If with result of ancillary procedure, patient to go Record Section to retrieve his/her Medical Records	5. Advise patient to proceed to respective section e.g Medicine, Surgery, Pedia ENT, Ophtha, OB-Gyne, etc for follow-up consultation & evaluation of result	None	10 Minutes	Records Clerk/ Attending Physician ACD, VLMC
6. Advise to proceed Pharmacy Svc 6. For issuance of medicines		None	8 Minutes	Pharmacist Pharmacy Section ACD, VLMC
WITH ANCIL	LARY PROCEDURE TOTAL:	None	2 Days, 38 Minutes	

specified date for the result of requested ancillary procedure	reading and interpretation	None	within the day Note: (Release of results within 2 working days waiting period)	Medical Technologist ACD, VLMC
5. If with result of ancillary procedure, patient to go Record Section to retrieve his/her Medical Records	5. Advise patient to proceed to respective section e.g Medicine, Surgery, Pedia ENT, Ophtha, OB-Gyne, etc for follow-up consultation & evaluation of result	None	10 Minutes	Records Clerk/ Attending Physician ACD, VLMC
6. Advise to proceed Pharmacy Svc	6. For issuance of medicines	None	8 Minutes	Pharmacist Pharmacy Section ACD, VLMC
WITH ANCIL	LARY PROCEDURE TOTAL:	None	2 Days, 38 Minutes	



2. Consultation of Paying Patients

A procedure of getting medical advice or opinion from a professional/expert for medical management.

Office/Division: Classification:		Ambulatory Ca	are Department,	VLMC		
Types of Transaction:		riigiiiy rechnical				
Who may avail:		G2C - Govern	ment to Citizen			
(per Cir Nr 1 GHQ AFP dtd 20 Jan 2004)		veterans - as	determined by c	SND; Philippine Na	otional Dati	
		Military Person Veterans/Pens	nel Dependent	of Retired Militar	ational Police; n Direct of Active y Personnel/ ited with Authority fo	
CHECKLIST (OF REQ	UIREMENTS	to Air nealth F	COMITICO		
Official Receipt			12th Finance	WHERE TO SE	CURE	
Valid ID			Government	Service Unit, AF	PFC	
CLIENT STEPS	AG	ENCY ACTION	FEES TO B	Organization Iss	uing Authority	
			PAID	- 1.00000114		
1.Patients seeking consultation	1. Pr	oceed to		TIME	RESPONSIBLE	
2. Proceed to	(OPI Regis Verifi Nr & medic	ord Section O) for stration / cation of File issuance of cal records	None	15 Minutes	Records Clerk Medical Records Section	
respective section	Surge ENT, Gyne (Cons Dispos	ultation / sition)	None	30 Minutes	Attending Physician ACD, VLMC	
3. Secure Order of Payment	Payme advise 12 th FS	nt of ancillary	None	5 Minutes	Billing Clerk ACD, VLMC	
Pay the required	4. Acce	ept payment				
ncillary Fees at 2 th Finance Service enter Secure Official eceipt	Payment 4.1 Issu receipt	on Order of nt	Based on required Test (Order of Payment)	10 Minutes	Cashier 12 th Finance Service Unit, AFPFC	
Proceed at cillary Svc with ficial Result	as reque	ucts procedures ested by Physicians	None	20 Minutes	Medical Technologist ACD, VLMC	

5.1 Return to specified date for the result of requested ancillary procedure	Laboratory test, ECG X-Ray, & etc) for initial reading and interpretation	None	STAT- release within the day Note: (Release of results within 2 working days waiting period)	
6. Once with result of ancillary procedure, proceed to record section and ask for his/her medical records prior to evaluation and consultation	6. Issue Order of Payment then advise to proceed to 12 th FSU for payment Consultation Fee	None	10 Minutes	Records Clerk / Billing Clerk ACD, VLMC
7. Pay the consultation fee at 12 th Finance Service Center *Secure Official Receipt	7. Accept payment based on Order of Payment 7.1 Issue Official receipt	PHP 200.00	10 Minutes	Cashier 12 th Finance Service Unit, AFPFC
8. Present the OR to the Record	8. Records Clerk will give patient's his/her medical records	None	3 Minutes	Records Clerk Medical Records Section
Proceed to respective section	9. Follow-up consultation and evaluation of ancillary results	None	20 Minutes	Attending Physician ACD, VLMC
	TOTAL:	PHP 200.00 (Consultation Fee) + Ancillary fee (if with ancillary procedure)	2 Days, 2 Hours, 3 Minutes	



3. Discharge of Non-Paying Patients

Medical disposition of patients no longer needs to receive inpatient care and can go home, return to duty, or send patient to another type of facility.

Office/Division:	Billing & Claims Sec	Billing & Claims Section, HIMD					
Classification:	Simple	Simple					
Type of Transaction	G2C – Government to Citizen						
Who may avail:	Active Military Person	onnel of the Armi	ed Forces of the	Philippings (AED)			
	and their Direct Det	Active Military Personnel of the Armed Forces of the Philippines (AFP) and their Direct Dependents;					
	Citizen Armed Force	Citizen Armed Forces Geographical Units Active Auxilian (CAA)					
	i Tobalionaly Officer	S of the AFP AF	P Cadete/Cadett	OR (DAMA DOD			
	i i i i i i i i i i i i i i i i i i i	Probationary Officers of the AFP; AFP Cadets/Cadettes (PMA, OCS, PAF Flying School; ROTC Cadets/Cadettes on Summer Camp Training),					
	Salididate Oblidels	willie underdoind	Military Training	and Dage 11			
	, "Illiadi Motive Duty	Halling (AAL) IV	Accomply or Mak	oilization Test			
	· Crooms in williary	usloav or Contir	lement.				
	informers, Guides at	nd Civilian Volun	teers while actua	lly working with			
	/M / ,						
	Civilian Employees	of the OSND and	AFP;				
CHECKLIST OF	Surviving Spouse an REQUIREMENTS	d their Direct De	pendents				
			WHERE TO SEC	URE			
AFP Issued ID / Certif	cations (Active, CAA,						
Dependents, Reservis	t. Legal Beneficiary	Major Service Adjutants / OTAG, GHQ					
Civilian Employee, etc	.) (1 photocopy)						
n-Patient Clearance F							
PhilHealth Claim Signa	ature Form (CSF)	Ward Nurse St	tation				
temized Billing							
PhilHealth ID or MDR	1 photocopy)	PhilHealth Office					
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON			
. Submit the required	1. Receive the	PAID	TIME	RESPONSIBLE			
ocuments to the	required documents						
eceiving window for	and check for			Admin Clerk			
ssessment	completeness						
	ounplotorioss			Billing & Claims Section, HIMD			
	1.1 Verify PhilHealth	None	7 Minutes	(8:00 AM -			
	eligibility			5:00 PM)			
			4.	3.00 PIVI)			
	1.2 Notation in the	5		Duty De			
	In-Patient Clearance			Duty Personnel			
Obtain Patient	2. Issue Patient			Admission and			
Discharge Permit. Military personnel	Discharge Permit		5 Minutes	Disposition, HIMD (beyond office			
	and Special Orders	None					
				hours)			
ceive Special		1					
ceive Special ders	TOTAL:	None					