



## 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.

<b>Office/Division:</b>	Admission & Disposition Section, HIMD			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b> (per Cir Nr 1 GHQ AFP dtd 20 Jan 2004)	Active Military Personnel of the Armed Forces of the Philippines (AFP) and their Direct Dependents; Citizen Armed Forces Geographical Units Active Auxiliary (CAA); Probationary Officers of the AFP; AFP Cadets/Cadettes (PMA, OCS, PAF Flying School; ROTC Cadets/Cadettes on Summer Camp Training), Candidate Soldiers while undergoing Military Training, and Reservist on Annual Active Duty Training (AADT)/Assembly or Mobilization Test; Persons in Military Custody or Confinement; Informers, Guides and Civilian Volunteers while actually working with AFP; Civilian Employees of the Office of the Secretary of National Defense and AFP; Surviving Spouse and their Direct Dependents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
AFP Issued ID/Certifications (Active, CAA, Dependents, Reservist, Legal Beneficiary, Civilian Employee, etc.)		Major Service Adjutants/OTAG, GHQ		
PhilHealth ID or MDR (1 photocopy)		PhilHealth Office		
Admission Slip		Emergency Room/Wards/A&D Section, HIMD		
<b>Military</b>				
*If Military ID is expired, latest payslip (1 photocopy)		Finance Center		
<b>CAFGU Active Auxiliary</b>				
Evacuation Tag		Other Military Treatment Facilities		
G3 Certification (1 original)		OG3, Philippine Army		
Special Order		Respective Unit Adjutants		
<b>Reservist</b>				
AADT Order (1 original)		Respective Unit Adjutants		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled-out Admission Slip together with other requirements	1. Validate receive documents for completeness & utilization recording	None	5 Minutes	<i>Duty Personnel</i> 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.

<b>Office/Division:</b>	Admission & Disposition Section, HIMD			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b> (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)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Authority for Admission		Office of the Chief of Staff, AFP		
Admission Assessment Slip		Emergency Room / Wards		
Government Issued Identification Card (1 original and 1 photocopy)		Government Organization Issuing Authority		
PhilHealth ID or MDR (1 photocopy)		PhilHealth Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled-out Admission Slip together with other requirements	1. Validate receive documents for completeness  1.1 Verify PhilHealth eligibility	None	5 Minutes	Duty Personnel Admission & Disposition Section
	2. Encoding of patient data  2.1 Generate Clinical Cover Sheet & In-Patient Clearance Form	None	20 Minutes	
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.

<b>Office/Division:</b>	Ambulatory Care Department, VLMC			
<b>Classification:</b>	Highly Technical			
<b>Types of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b> (per Cir Nr 1 GHQ AFP dtd 20 Jan 2004)	Active Military Personnel of the Armed Forces of the Philippines (AFP) and their Direct Dependents; Citizen Armed Forces Geographical Units Active Auxiliary (CAA). Probationary Officers of the AFP; AFP Cadets/Cadettes (PMA, OCS, PAF Flying School; ROTC Cadets/Cadettes on Summer Camp Training), Candidate Soldiers while undergoing Military Training, and Reservist on Annual Active Duty Training (AADT)/Assembly or Mobilization Test; Persons in Military Custody or Confinement; Informers, Guides and Civilian Volunteers while actually working with AFP; Civilian Employees of the OSND and AFP; Surviving Spouse and their Direct Dependents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
AFP Issued Identification Card		Major Service Adjutants / OTAG, GHQ		
Certificate of Dependency		Major Service Adjutants		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Patients seeking consultation	1. Advised to proceed to Record Section for issuance of records	None	15 Minutes	Records Clerk Medical Records Section
2. Proceed to respective section	2. Medicine, Pedia Surgery, ENT, Ophtha, OB-Gyne etc... (Consultation/ Disposition)	None	30 Minutes	Attending Physician ACD, VLMC
3. If no ancillary procedure needed; advise to proceed to Pharmacy Svc	3. For issuance of medicines	None	8 Minutes	Pharmacist Pharmacy Section ACD, VLMC
<b>WITHOUT ANCILLARY PROCEDURE TOTAL:</b>		None	53 Minutes	
4. Submit to ancillary procedures. *If with ancillary procedure 4.1 Return to	4. Conducts ancillary procedures as requested by attending Physicians (Lab, ECG, X-Ray, & etc) for initial	None	20 Minutes  STAT- release	Medical Technologist ACD, VLMC

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)	<i>Medical Technologist</i> 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	<i>Records Clerk/ Attending Physician</i> ACD, VLMC
6. Advise to proceed Pharmacy Svc	6. For issuance of medicines	None	8 Minutes	<i>Pharmacist Pharmacy Section</i> ACD, VLMC
<b>WITH ANCILLARY PROCEDURE TOTAL:</b>		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)	<i>Medical Technologist</i> 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	<i>Records Clerk/ Attending Physician</i> ACD, VLMC
6. Advise to proceed Pharmacy Svc	6. For issuance of medicines	None	8 Minutes	<i>Pharmacist Pharmacy Section</i> ACD, VLMC
<b>WITH ANCILLARY PROCEDURE TOTAL:</b>		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.

<b>Office/Division:</b>		Ambulatory Care Department, VLMC		
<b>Classification:</b>		Highly Technical		
<b>Types of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b> (per Cir Nr 1 GHQ AFP dtd 20 Jan 2004)		Veterans – as determined by SND; Philippine National Police; Coast Guard Personnel; Dependents Other Than Direct of Active Military Personnel; Dependents of Retired Military Personnel/ Veterans/Pensioner; Plain Civilian Clientele granted with Authority for Hospitalization to AFP Health Facilities		
<b>CHECKLIST OF REQUIREMENTS</b>				
Official Receipt		<b>WHERE TO SECURE</b>		
Valid ID		12 <sup>th</sup> Finance Service Unit, AFPFC		
		Government Organization Issuing Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patients seeking consultation	1. Proceed to Record Section (OPD) for Registration / Verification of File Nr & issuance of medical records	None	15 Minutes	Records Clerk Medical Records Section
2. Proceed to respective section	2. Medicine, Surgery, Pedia, ENT, Ophtha, OB-Gyne etc... (Consultation / Disposition)	None	30 Minutes	Attending Physician ACD, VLMC
3. Secure Order of Payment	3. Issue Order of Payment then advise to proceed to 12 <sup>th</sup> FSU for payment of ancillary procedures	None	5 Minutes	Billing Clerk ACD, VLMC
4. Pay the required Ancillary Fees at 12 <sup>th</sup> Finance Service Center *Secure Official Receipt	4. Accept payment based on Order of Payment 4.1 Issue Official receipt	Based on required Test (Order of Payment)	10 Minutes	Cashier 12 <sup>th</sup> Finance Service Unit, AFPFC
5. Proceed at Ancillary Svc with Official Result	5. Conducts ancillary procedures as requested by attending 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 <sup>th</sup> FSU for payment Consultation Fee	None	10 Minutes	<i>Records Clerk / Billing Clerk ACD, VLMC</i>
7. Pay the consultation fee at 12 <sup>th</sup> Finance Service Center *Secure Official Receipt	7. Accept payment based on Order of Payment  7.1 Issue Official receipt	PHP 200.00	10 Minutes	<i>Cashier 12<sup>th</sup> Finance Service Unit, AFPFC</i>
8. Present the OR to the Record	8. Records Clerk will give patient's his/her medical records	None	3 Minutes	<i>Records Clerk Medical Records Section</i>
9. Proceed to respective section	9. Follow-up consultation and evaluation of ancillary results	None	20 Minutes	<i>Attending Physician ACD, VLMC</i>
	<b>TOTAL:</b>	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.

<b>Office/Division:</b>	Billing & Claims Section, HIMD			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Active Military Personnel of the Armed Forces of the Philippines (AFP) and their Direct Dependents; Citizen Armed Forces Geographical Units Active Auxiliary (CAA); Probationary Officers of the AFP; AFP Cadets/Cadetesses (PMA, OCS, PAF Flying School; ROTC Cadets/Cadetesses on Summer Camp Training), Candidate Soldiers while undergoing Military Training, and Reservist on Annual Active Duty Training (AADT)/Assembly or Mobilization Test; Persons in Military Custody or Confinement; Informers, Guides and Civilian Volunteers while actually working with AFP; Civilian Employees of the OSND and AFP; Surviving Spouse and their Direct Dependents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
AFP Issued ID / Certifications (Active, CAA, Dependents, Reservist, Legal Beneficiary, Civilian Employee, etc.) (1 photocopy)		Major Service Adjutants / OTAG, GHQ		
In-Patient Clearance Form		Ward Nurse Station		
PhilHealth Claim Signature Form (CSF)				
Itemized Billing				
PhilHealth ID or MDR (1 photocopy)		PhilHealth Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to the receiving window for assessment	1. Receive the required documents and check for completeness  1.1 Verify PhilHealth eligibility  1.2 Notation in the In-Patient Clearance	None	7 Minutes	<i>Admin Clerk</i> Billing & Claims Section, HIMD (8:00 AM – 5:00 PM)
2. Obtain Patient Discharge Permit. *Military personnel receive Special Orders	2. Issue Patient Discharge Permit and Special Orders	None	5 Minutes	<i>Duty Personnel</i> Admission and Disposition, HIMD (beyond office hours)
<b>TOTAL:</b>		None	12 Minutes	