

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

CG-1/CGA

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CIRCULAR)

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**REIMBURSEMENT OF HOSPITALIZATION EXPENSES
OF PCG PERSONNEL AND THEIR DEPENDENTS**

1. **PURPOSE:**

- a. This Circular prescribes the guidelines and procedures to be followed in the reimbursement of hospitalization expenses incurred by PCG personnel and their dependents.
- b. To institutionalize the logistic support system of the Philippine Coast Guard Medical.

2. **DEFINITION OF TERMS:**

- a. Professional Service/Fees
 - includes consultation and physical examination
- b. Laboratory Fees
 - includes routine laboratory and special diagnostic procedure
- c. Hospitalization
 - the rendition of medical attendance upon admission in any government medical facility/hospital
- d. Direct Dependents
 - 1) The legitimate spouse
 - 2) Minor children (below 18 years of age)
 - 3) Children above eighteen (18) years of age but are suffering from congenital physical or mental disability acquired before reaching eighteen (18).

/4) Parents of

- 4) Parents of married personnel who are sixty (60) years of age and above and who are living with and/or totally dependent for support
 - 5) Parents, regardless of their age, of unmarried personnel
 - 6) Minor brothers and sisters including those who have reached the age of majority but are living with and/or totally dependent for support
- e. Emergency
 - any untoward or unforeseen incident, man made or natural in nature that may cause the impairment/loss of life and limb
 - f. Service Connected in Line of Duty
 - illness contracted or injury incurred while in the performance of one's duty or during actual tour of duty
 - g. Medicare Commission
 - The Philippine Medicare Commission created under PD 1519 as amended by RA 7875
 - h. Beneficiary
 - any person entitled to medical care benefits under PD 1519 as amended by RA 7875
 - i. Medicare Benefits
 - Services relative to illness or injury including dental surgery or operation which needs hospitalization subject to reasonable limitations as may be imposed by the technical organization or finances of the Philippine Medical Care Plan

3. MEDICAL REIMBURSEMENT:

- a. PCG personnel confined in any government hospital can avail of medical reimbursement on his medical expenses which shall include medicines, medical supplies, laboratory fees and other tests and special procedures whenever these services are necessary.
- b. PCG personnel confined in private hospitals can avail of reimbursement on medical expenses when said confinement is an emergency case and/or service connected. Medical expenses shall include medicines, medical supplies, professional fee, laboratory fees, hospital care and ambulance services. Hospital care expenses shall be limited only to the lowest rate for private rooms. The hospital bills shall specify the amount of Medicare refund claimed and shall be deducted from the total hospital expenses. The difference shall be the basis for the preparation of the voucher for purposes of claiming reimbursement.

/c. Direct dependents

- c. Direct dependents of PCG personnel confined in government hospitals can avail reimbursement which shall only include medicines, medical supplies and laboratory examinations. In emergency cases where more than one direct dependents are confined in private hospitals, the amount reimbursable shall not exceed twenty five thousand pesos (P25,000.00). Should only one (1) dependent be confined, the amount of hospitalization expenses reimbursable shall not exceed ten thousand pesos (P10,000.00). Female personnel who are legally married or the legal spouse of a male personnel, as the case may be, shall be entitled to reimbursement for two births.
- d. Major surgeries are reimbursable at a sum not exceeding ten thousand pesos (P10,000.00). On the other hand, minor operations are reimbursable at an amount not exceeding five thousand pesos (P5,000.00).

4. REIMBURSEMENT PROCEDURE:

- a. Prepare an itemized voucher for claim of reimbursement which shall include the following documents:
 - 1) Original invoice receipts of medicines, medical supplies and services received within the time the patient was confined based on the attending physician's prescription.
 - 2) True copy of the Medical certificate and/or Clinical Record
 - 3) Certification of the Coast Guard Medical that the claim is true and correct.
- b. The voucher shall be submitted to the Office of the Chief Surgeon, PCG. The Command Surgeon shall certify the correctness of the claims. Before recommending approval for claim, they shall ascertain that the sickness, disease or injury was:
 - 1) Service/Work Related or
 - 2) Not incurred in or contracted during his absence and not in line of duty.
- c. The voucher shall be forwarded to CG-1 for approval and appropriate indorsement to CG-6 for funding. Priority of funding shall be in accordance with the following classification:
 - 1) Service/Work Related – This includes all cases of illness or injury incurred while performing actual duty

/2) Emergency case

2) Emergency Case - Those who need immediate medical treatment necessitating the saving of life and limb.

3) Elective Case - Scheduled surgical operation, e.g. cyst, cataract extraction, goiter operation, etc.

5. **EFFECTIVITY:** This Circular shall take effect upon publication.

BY COMMAND OF COMMODORE FAJARDO PCG:

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