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Remarks:

* - No available Record

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

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CIRCULAR

NUMBER 01-04

**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 / Fee**
- includes consultation and physical examination
- b. **Laboratory Fees**
- includes routine laboratory and special diagnostic procedures
- c. **Hospitalization**
- the rendition of medical attendance upon admission or performance of emergency medical and surgical treatment or procedure in any government or private medical facility
- d. **Personnel**
- refers to the uniformed (Officers, Enlisted Personnel, Probationary Officers and Trainees) and civilian personnel duly appointed / hired by PCG in permanent and casual status only.

e. **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
4. Parents of married personnel who are sixty (60) years of age and above who are living with and / or totally dependent for support
5. Parents regardless of their age of unmarried personnel
6. Brothers and sisters of unmarried personnel who are suffering from congenital physical or mental disability

f. **Emergency**

- any untoward or unforeseen incident, man-made or natural in nature that may cause the impairment / loss of life and limb

g. **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

h. **Medicare Commission**

- the Philippine Medicare Commission created under PD 1519 as amended by RA 7875

i. **Beneficiary**

- any person entitled to medical care benefits under PD 1519 as amended by RA 7875

j. **Medicare Benefits**

- Services relative to illness 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 medical expenses which include medicines, medical supplies, professional fee/s whenever applicable, laboratory fees and other tests and special procedures whenever these services are necessary

- b. PCG personnel hospitalized in private hospitals can avail of reimbursement on medical expenses when said hospitalization is an emergency case and / or service connected. Medical expenses shall include medicines, medical supplies, professional fee/s, laboratory fees and other tests and special procedures whenever these services are necessary, 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. Provided further that the maximum amount that can be reimbursed by PCG personnel shall not exceed **THIRTY THOUSAND PESOS (P30, 000.00)** per sickness / per year provided that the 2nd claim is not related to the previous claim.
- d. Direct dependents of PCG personnel hospitalized in government / private hospitals can avail reimbursement which shall include medicines, medical supplies, professional fee/s, laboratory fees and other tests and special procedures whenever these services are necessary. In emergency cases, where more than one (1) direct dependents are confined / hospitalized, the amount reimbursable shall not exceed **TWENTY THOUSAND PESOS (P20, 000.00)**. Should only one (1) dependent be confined, the amount of hospitalization expenses reimbursable shall not exceed **TWELVE THOUSAND PESOS (P12, 000.00)** per year.
- e. Female personnel who are legally married or the legal spouse of male personnel, as the case may be, shall be entitled to reimbursements for **two (2)** child births either by caesarean section or normal delivery and miscarriages but excluding induced abortion. Reimbursement shall cover medicines, medical supplies, professional fee/s, laboratory fees and other tests and special procedures whenever these services are necessary. The amount reimbursable for female personnel shall not exceed **THIRTY THOUSAND PESOS (P30, 000.00)**. The amount reimbursable for legal spouse of male personnel shall not exceed **TWELVE THOUSAND PESOS (P12, 000.00)** per year.

4. REIMBURSEMENT PROCEDURE

- a. Prepare an itemized voucher for claim of reimbursement which shall include the following documents:
- 1) Original invoice receipts of medicine, medical supplies and services within and beyond the time the patient was confined based on the attending physician's prescription for the patient's full recovery

- 2) Doctor's prescription of medicines and medical supplies within the duration of confinement bought outside the hospital
- 3) True copy of the Medical Certificate
- 4) Certification of the Coast Guard Medical that the claim is true and correct
- 5) Photocopy of Birth Certificate or Marriage Contract for Dependents

b. The voucher shall be submitted to the Office of the Commanding Officer, PCG Medical. The CG Medical shall certify to the correctness of the claim. Before recommending approval for claim of personnel, CGMed shall ascertain that the sickness, disease or injury was:

- 1) Service / Work Related or
- 2) Not incurred or contracted during his absence and not in line of duty

c. The voucher shall be forwarded to CG-1 for approval and appropriate endorsement to CG-6 for funding. Priority of funding shall be in accordance with the following classification:

- 1) Service / Work Related – this included all cases of illness or injury incurred while performing actual duty
- 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 excision, cataract extraction, thyroidectomy, etc.


5. **RESCISSION.** The circular rescinds HPCG Circular Nr. 03 dtd 17 January 2000 and other publications or parts thereof which are inconsistent with the provisions of this circular. This circular shall be periodically reviewed by the CG Medical Office which may recommend to CPCG, amendment or necessary.

6. EFFECTIVITY. This Circular shall take effect January CY 2004.

BY COMMAND OF COMMODORE GOSINGAN PCG:

RAMON C LIWAG
COMMO PCG
Chief of Staff, PCG

OFFICIAL:


JUAN MANUEL DE RAMOS JR
LT
Coast Guard Adjutant
PCG
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