



October 14, 2025

HOSPITAL ORDER

No. 1568 s. 2025

FROM : IMELDA M. MATEO, MD, MBAH, FPCP, FPCCP
Medical Center Chief II

TO : ALL CONCERNED

RE : Attendance to Coordination Meeting on the Implementation of the PhilHealth OPD Benefit Package for Rheumatic Fever (RF) and Rheumatic Heart Disease (RHD) on October 21, 2025 9:00 AM at the Office of the Chief Administrative Officer – Finance Service

Authority is hereby given to the following personnel to attend and convene meeting for Implementation of the PhilHealth OPD Benefit Package for Rheumatic Fever (RF) and Rheumatic Heart Disease (RHD) on October 21, 2025 9:00 AM at the Office of the Chief Administrative Officer – Finance Service:

1. Dr. Cleotilde D. Malicse - Department of Pediatrics
2. Dr. Hasmin Salamat-Millora - Department of Pediatrics
3. Dr. Marriel Brigitte FC. Ferrer-Dela Reyna - Outpatient Department
4. Dr. Rutzelle E. Abaleta - Department of Family Medicine
5. Mr. Herminio Javier - Chief Medical Technologist
6. Ms. Ana Cruz - Department of Diagnostics
7. Dr. Marizel Ann M. Sucayan-Sta. Ana - Chairperson, Philhealth Compliance Committee
8. Ms. Cherry Antiporda - OPD, Head Nurse
9. Chief Residents of the following Departments:
 - a. Family Medicine
 - b. Pediatrics
10. OPD Nurse representatives :
 - a. Ms. Bless Santos
 - b. Ms. Raechelle Rosadia
 - c. Ms. Maria Cristina Lardizabal
11. Ms. Salve Crizzia L. Certeza - Pharmacist V
12. Mr. Alvin M. Lopez - IMISS
13. Mr. Ricardo R. Santos, Jr. - OIC - Billing and Claims
14. Ms. Ma. Stella P. Lacanaria - Billing and Claims/ZBen Coordinator
15. Ms. Anna-Lisa H. Aguayon - Billing and Claims
16. Ms. Maria Crisanta F. Dao-il - Billing and Claims

The purpose of this meeting is to discuss guidelines, processes, and coordination measures to ensure compliance and smooth execution of the new benefit package including but not limited to wit:

- Patient eligibility and registration process.
- Required documentation and forms (Claim Forms, Clinical Abstract, OPD Benefit Checklist, prescriptions, diagnostic requests).

- Patient flow and coordination among OPD, Nursing, Pharmacy, Diagnostics, and Laboratory units.
- Dispensing of medicines and processing of diagnostic and laboratory requests under the benefit package.
- Compilation and submission of PhilHealth requirements (claims process and timelines).
- Roles and responsibilities of each department/division in the implementation process
- Agreements on monitoring, evaluation, and reporting mechanisms.

Let all parties be guided accordingly.

Cc:

MCC:

CMPS:

Allied:

CAO:

CN:

Finance: