

GUIMARAS HEALTH INSURANCE PROJECT (GHIP)

ISSUANCE OF CLAIM FOR GHIP

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday

8:00 AM to 4:30 PM

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Present GHIP ID Card for Validation	Instruct Patient to Secure Confinement/ Medical Certificates and Patient Slip	5 Minutes	Admin. Officer / Bookkeeper		
2	Patient's Slip is brought to Nurse's Station for final Diagnosis		10 Minutes			
3	Patient's Slip brought back to GHIP	GHIP Clerk fill up claim form and released with proper instruction	5 minutes	Admin. Officer/ Bookkeeper		
END OF TRANSACTION						