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Issuance of PhilHealth Identification Card (PIC) and Member Data Record (MDR) to Employed Members

The issuance of PhilHealth Identification Cards (PIC) and Member Data Records (MDR) to employed members is coursed through the Human Resource Department (HRD) of their respective companies when PhilHealth registration is facilitated by the employer.

In this case, newly-hired employees without PhilHealth Identification Numbers (PIN) and who are not yet members must submit a properly accomplished PhilHealth Member Registration Form (PMRF) in duplicate copies to their HRD. The following documents should be attached to the PMRF:

1. Clear copy of the employee's Birth/Baptismal Certificate or one (1) valid ID
2. Clear copy of the applicable legal supporting document for declared dependent/s

These documents shall be submitted by the employer to PhilHealth office together with the Report of Employee-Members (ER2) Form. PhilHealth shall then send the PIC and a copy of the MDR to the employees through the company HRD.

On the other hand, newly-hired employees with existing PhilHealth memberships must simply report their PINs to their employers.



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