



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
CITY STATE CENTRE BUILDING
709 Shaw Boulevard, Pasig City
Trunklines - 637-9999, 637-9852 to 81

October 22, 2002

PHILHEALTH CIRCULAR

No. 36, s-2002

TO : ALL MEMBERS OF THE NATIONAL HEALTH INSURANCE PROGRAM, NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND -CONTROLLED CORPORATIONS, SELF-GOVERNING BOARDS, STATE COLLEGES AND UNIVERSITIES, CONSTITUTIONAL OFFICES AND ALL OTHERS CONCERNED

SUBJECT : Member Data Amendment for Members of the National Health Insurance Program (NHIP)

All members of the NHIP (formerly Medicare) who have had submitted their respective *Member Data Record (Employed Sector - M1a Form, Individually-Paying Members - M1b Form, Non-Paying Members - M1c Form)* and were subsequently issued their PhilHealth Identification Numbers may now amend or update their membership records by properly accomplishing the *Member Data Amendment (M2) Form*.

The M2 Form is intended for cases in which the member may request for correction/addition of certain data stipulated in the M1a, M1b or M1c Form he/she had previously submitted. Corrections/additions therefrom will be encoded in the membership database to support, among others, the claims database for benefit availment.

This Circular shall take effect on November 16, 2002.

Please be guided accordingly.


FRANCISCO T. DUQUE III, MD, MSc
President and CEO

Office of the Director
Loc. 1908 ; DL - 637-6454
e-mail: vsvallar@philhealth.gov.ph
Social Marketing and Special Projects
Loc. 1910 ; DL 637-7603 ; 687-4956
LGU Networking and Program Management
Loc. 1913 ; 1907 DL - 637-3157 ; 687-4959 ; 687-4954

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REMINDERS

Any request for data amendment by the member must be supported by the following Documents:

A. CORRECTION/CHANGE OF NAME

DOCUMENTS REQUIRED:

Original or Certified True Copy (CTC) of the Birth Certificate, or in its absence, any two (2) of the following secondary documents:

1. Marriage Contract/Certificate, if married
2. Passport
3. NBI Clearance
4. Professional Regulation Commission ID
5. SSS/GSIS Member ID
6. Postal ID
7. Driver's License
8. Alien Certificate of Registration (ACR)
9. A duly notarized Joint Affidavit of two (2) disinterested persons attesting to the veracity of the name of the person requesting for amendment

B. CORRECTION OF DATE OF BIRTH

DOCUMENTS REQUIRED:

Original or Certified True Copy of Birth Certificate, or in its absence, any two (2) of the applicable supporting documents mentioned in item A, except for PRC ID and the Joint Affidavit.

C. CHANGE OF CIVIL STATUS

DOCUMENTS REQUIRED:

1. If Married - Original or Certified true copy of Marriage Contract/Certificate
2. If Widowed - Original/Certified true copy of Death Certificate of spouse OR Judicial Declaration of Presumptive Death
3. If Annulled - Original or Certified true copy of Annulment Papers

D. NEW / ADDITIONAL DEPENDENTS

DOCUMENTS REQUIRED:

1. For dependent spouse - Certified true copy of Marriage Contract/Certificate
2. For dependent legitimate or illegitimate child/ren - Certified true copy/ies of Birth Certificate/s
3. For dependent adopted child/ren - Court Decree of Adoption
4. For dependent parent/s - Certified true copy of Birth Certificate/s of the member and any proof attesting the date of birth of the parent/s
5. For dependent stepchild/ren - Certified true copy of Marriage Contract/Certificate between the natural parent and stepfather/stepmother and Birth Certificate/s of the dependent stepchild/ren
6. For disabled child/ren-dependent/s 21 years old and above - Certified true copy of Birth Certificate or Court Decree of Adoption AND Certification from Attending Physician stating dependent is disabled

Note: The registrant may submit a photocopy of any of the above-mentioned documents but the original or certified true copy of the document should be presented to PhilHealth for authentication.

MGA PAALALA

Ang alinmang kahilingan ng miyembro upang baguhin ang impormasyon ukol sa kanya ay dapat na may kalakip na mga sumusunod na dokumento:

A. PAGWAWASTO NG PANGALAN

DOKUMENTONG KAILANGAN:

Orihinal o Katunayang totoong kopya ng Sertipiko ng Kapanganakan, o kung wala ito, dalawa (2) sa alinmang sumusunod na mga dokumento:

1. Kontrata/Sertipiko ng Kasal, kung kasal na
2. Pasaporte
3. Clearance mula sa Pambansang Kawanihan ng Pagsisiyasat
4. ID mula sa Professional Regulation Commission
5. Kard bilang miyembro ng SSS o GSIS
6. Postal ID
7. Lisensya sa Pagmamaneho
8. Sertipiko ng Pagpapatala bilang Banyaga
9. Sinumpaang Salaysay ng dalawang (2) tao na nagpapatunay ng totoong pangalan ng indibidwal na humihiling ng pagbabago sa datos/impormasyon ukol sa kanya

B. PAGWAWASTO NG PETA SA KAPANGANAKAN

DOKUMENTONG KAILANGAN:

Orihinal o Katunayang totoong kopya ng Sertipiko ng Kapanganakan o dalawa (2) sa alinmang **angkop** na dokumentong nabanggit sa itaas, maliban sa ID mula sa Professional Regulation Commission at ang Sinumpaang Salaysay.

K. PAGBABAGO NG KATAYUANG SIBIL

DOKUMENTONG KAILANGAN:

1. Kung Kasal - Orihinal o Katunayang totoong kopya ng Kontrata/Sertipiko ng Kasal
2. Kung balo - Orihinal o Katunayang totoong kopya ng Sertipiko ng Pagkamatay ng Asawa O Deklarasyon mula sa Korte Na Ituturing na Patay Na ang Nawawalang Asawa
3. Kung Pinawalang bisa ang Kasal - Orihinal o Katunayang totoong kopya ng Papeles ng Pagsasawalang-bisa ng Kasal

D. BAGO / KARAGDAGANG TANGKILIK / MAKIKINABANG

DOKUMENTONG KAILANGAN:

1. Para sa asawa na makikinabang - Katunayang totoong kopya ng Kontrata/Sertipiko ng Kasal
2. Para sa makikinabang na anak/mga anak sa tunay at hindi tunay na asawa - Katunayang totoong kopya ng/ng mga Sertipiko ng Kapanganakan
3. Para sa makikinabang na anak/mga anak na ampon - Resolusyon/Desisyon ng Korte sa Pagkakaampon
4. Para sa makikinabang na/na mga magulang - Katunayang totoong kopya ng Sertipiko ng Kapanganakan ng miyembro at anumang katibayan na magpapatunay sa petsa ng kapanganakan ng kanyang mga magulang
5. Para sa makikinabang na/na mga anak sa unang asawa - Katunayang totoong kopya ng Kontrata/Sertipiko ng Kasal ng magulang at ng kanyang ama/ina na panguman at Katunayang totoong kopya ng/ng mga Sertipiko ng Kapanganakan ng/ng mga makikinabang na anak sa unang asawa
6. Para sa makikinabang na/na mga anak na may kapansanan at may gulang 21 anyos at pataas - Katunayang totoong kopya ng Sertipiko ng Kapanganakan o Resolusyon/Desisyon ng Korte sa Pagkakaampon AT Sertipikasyon mula sa Doktor na ang/ang mga makikinabang ay may kapansanan

Paalala: Ang magrerehistro ay maaaring magsumite ng xerox copy ng mga nasa itaas na mga dokumento pero ang orihinal o katunayang totoong kopya ng nasabing dokumento ay kinakailangang ipakita sa PhilHealth para sa balidasyon nito.

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