

**PHILIPPINE HEALTH INSURANCE CORPORATION**

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**PHILHEALTH Circular**

No. 003  
Series of 2000

**TO : ALL CONCERNED**

**FROM : PRESIDENT AND CEO**

**SUBJECT : Special Power of Attorney  
Authorization Letters for NHIP Benefit Check Payment**


It has come to our attention that some members cannot pick-up checks themselves and just send their representative to do so for them. Hereunder, are the requirement to be imposed to ensure that these checks are released to the right parties:

1. For members who are permanently disabled/handicapped by age or sickness; and accredited doctors who have appointed a permanent Liaison Officer or even their secretaries to represent them:
  - a. Special Power of Attorney - one time for a specific and exclusive purpose
  - b. 2 valid IDs of members/ accredited doctor } every time
  - c. 2 valid IDs of representative } they come
  
2. For members who cannot come because they're busy with their office work; and accredited doctors who are very busy specially those with ongoing operation:
  - a. Authorization Letter
  - b. 2 valid IDs of members/ accredited doctors } every time they come
  - c. 2 valid IDs of representative }

In this regard, the following are considered as valid IDs:

- employer's ID
- new SSS ID
- PRC ID
- Driver's License
- Senior Citizen's ID
- New BIR-TIN ID

Please be guided accordingly.

  
**ENRIQUE M. ZALAMEA**  
President and CEO

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