

## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: VALENZUELA MEDICAL CENTER / BILLING SECTION

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 17, 2020:     Yes     No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Processing of Final Billing Statement of Account	None	None	Guidelines for Billing of In- Patients (GL-BILL-004)	07/01/2019	None

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>

GOVERNMENT SERVICE: <u>Request for Final Billing Statement of Account</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Request for Billing form  PhilHealth documentary requirements such as the Claim Form 2 (CF2)	Guidelines for Billing of In-Patients  (GL-BILL-004)	<ol style="list-style-type: none"> <li>1. Submit the Request For Billing form</li> <li>2. Awaits for the instruction on when to receive the final billing statement of account</li> <li>3. Signing of the final billing statement of account</li> <li>4. Receiving of the final billing statement of account</li> </ol>	Guidelines for Billing of In-Patients  (GL-BILL-004)	22 minutes	None
<b>TOTAL</b>				<b>22 minutes</b>	