

## Assistance to Individuals/Families in Crisis Situations (AICS)- Medical Assistance

Emergency Financial Assistance or referrals for free services are provided to individuals or families who are in extremely difficult situations and have inadequate resources.

<b>Office or Division:</b>	Municipal Social Welfare & Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Sick individual/member of the family who is in hospital needing financial assistance</li> <li>Victims of accident</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1 original/photocopy of Medical Certificate/Clinical Abstract; or</li> <li>1 photocopy of Prescription (for medicines); or</li> <li>1 photocopy/original copy of Laboratory Request/Medical Procedures(recommended by the attending physician); or</li> <li>1 photocopy/original copy of Billing Statement ( For Hospital Bill);</li> <li>1 original copy of Certificate of Indigency</li> <li>Form 200/ Certificate of Eligibility</li> </ol>		<ol style="list-style-type: none"> <li>Rural Health Center/ Hospital where the patient is confined or examined</li> <li>From attending Physician</li> <li>From Hospital</li> <li>From Hospital</li> <li>Office of the Barangay where the client resides</li> <li>MSWD Office</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESsing TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register on the logbook	1. Assist client and conduct brief interview	None	2 Minutes	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
2. Request for medical assistance	2. Ask for supporting documents	None	1 Minute	<b>Beverlyn C. Lubid</b>

				Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.1. Conduct interview regarding the concern using the General Intake Sheet	None	30 minutes	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.2. Prepare voucher and Form 200	None	10 minutes	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.3. Forward voucher to Office of the MBO for the Obligation Request and for signature	None	1 minute	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.4. The Budget Officer affixes signature on the Obligation Request (OR) charged on appropriate account/record in the logbook	None	5 minutes	<b>Marilyn G. Abansi</b> MBO Office of the MBO
	2.5 Forward voucher to the Office of the Municipal Accountant for pre-audit and signature	None	1 minute	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO

	2.6 The Municipal Accountant conducts pre-audit and affixes signature on the voucher	None	5 minutes	<b>Rico P. Panta</b> Municipal Accountant Office of the Municipal Accountant
	2.6 Forward voucher to the Office of the Municipal Treasurer for signature	None	1 minute	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.7 The Municipal Treasurer affixes signature on the voucher	None	1 minute	<b>Terry V. Abellada</b> Municipal Treasurer Office of the Municipal Treasurer
	2.8 Forward voucher to the Office of the Mayor for his signature	None	1 minute	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.9 The Municipal Mayor affixes signature on Form 200	None	1 minute	<b>Delfin C. Comedis, Jr.</b> Municipal Mayor Office of the Municipal Mayor
	2.10. Return voucher to the Office of the Municipal Treasurer	None	1 minute	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO

				Office of the MSWDO
3. Receive financial assistance	3. Verify documents and release financial assistance	None	1 minute	<b>Terry V. Abellada</b> Municipal Treasurer Office of the Municipal Treasurer
	<b>TOTAL</b>	None	1 hour, 1 minute	