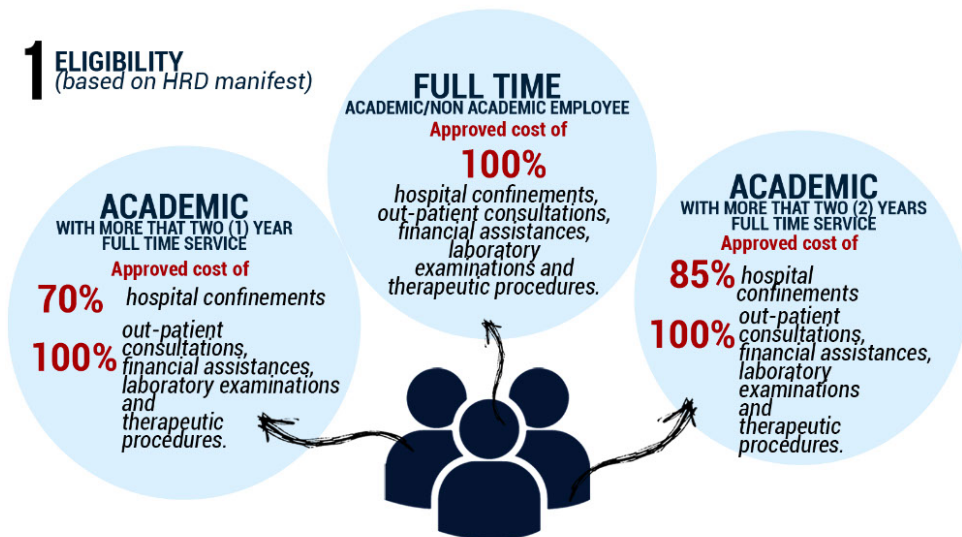


LETRAN HEALTH PROGRAM GUIDE FOR EMPLOYEES

1 ELIGIBILITY (based on HRD manifest)



***Amount in **excess** of approved benefits shall be paid by the **patient-employee**.

2 FORMS

☒ REFERRAL

A Form issued by the school physician on duty for the patient-employee addressed to a particular health specialist for further evaluation and treatment of a health condition beyond the capacity of the School Clinic. The Form is to be process by the patient employee.

The upper portion of which is to be kept by the Specialist's clinic for billing purpose. Whereas, the lower portion which serves as the REPLY SLIP wherein the consultant writes down their evaluation, diagnosis, and treatment plan must return to the School Clinic by the employee upon return to work for action, record and follow-up purposes.

☒ LABORATORY EXAMINATION REQUEST

A Form issued by the school physician on duty upon the recommendation of the health specialist for diagnostic laboratory examinations.

☒ LETTER OF AUTHORITY

A Form issued by the school physician, endorsed by the LHP Coordinator, and approved by Finance has to be processed by the patient-employee

The Form covers routine diagnostic laboratory examinations, immunologic and computer-based diagnostic examinations, out-patient therapeutic procedures and hospital admissions. Stated therein are the limitations of the coverage.

The Form is to be validated b. the hospital's Office of Credit & Collection as the case may be, before it becomes effective.

3 DENTAL CARE BENEFITS

FOR REGULAR EMPLOYEES

1. Consultations at school clinic
2. Over-the-Counter Medicines (for emergency only) at school clinic
3. Annual Oral Prophylaxis at school clinic (once a year)
4. Teeth Extractions at school clinic (twice per year)
5. Two Teeth Restorations at school clinic (twice per year)
6. Minor treatments at school clinic eg re-cementing, inlays
7. Dental X-ray excluding those in Exclusion Clause
8. Financial Assistance of Php 5,000.00 for dental surgery except those in Exclusion Clause



FOR NON REGULAR EMPLOYEES

1. Consultations at school clinic
2. Over-the-Counter Medicines (for emergency only) at school clinic

4 MEDICAL CARE BENEFITS

1. Consultations at school clinic
2. Over the Counter Medicines at school clinic
3. Minor Medical and Surgical Emergency Treatment at school clinic
4. Infirmary Care at school clinic
5. Annual Health Examination at school



FOR AGES BELOW 40	FOR 40 YEARS OLD AND ABOVE
<ul style="list-style-type: none"> • Fasting Blood Sugar • Lipid Profile • Uric Acid • Electrocardiogram 	<ul style="list-style-type: none"> • Medical Examination • Dental Examination • Optical Examination • Laboratory examinations <ul style="list-style-type: none"> - Chest X-Ray - Urinalysis - Complete Blood Count

and other as determined by school physicians

6. Referral to Hospital-based Health Specialist Consultation
7. Referral to Hospital-based Routine Laboratory Examination
 - * Random Drug Testing
8. Financial Assistance of Php 5,000.00 per Immunologic Diagnostic Examination *per illness* on Out-Patient basis.
9. Financial Assistance of Php 10,000.00 per Computer-based Diagnostic Examination *per illness* on Out-Patient basis.
10. Financial Assistance for animal bites and tetanus up to 5,000.

11. Hospital Admission

TYPE A

NON-DREADED health condition Php 100,000.00 per illness

TYPE B

DREADED health condition Php 150,000.00 per illness

1. Conditions necessitating ICU/CCU
2. End stage Renal Failure
3. End Stage Liver Failure
4. Neurosurgical condition
5. Cerebrovascular disease
6. Cardiovascular disease
7. Malignancy
8. CNS infection
9. Septicemia
10. Serious accidental injuries not in Exclusion
11. And other conditions as determined by specialist

CONDITIONS:

1. Admission to Standard Room
2. Use of emergency, operating, recovery, and intensive care rooms
3. Medical supplies and equipment, orthopedic hardwares, prosthetic devices, artificial aids and other supplies and equipment used in course of confinement,
4. Laboratory and diagnostic examinations done in the course of confinement,
5. Rehabilitation services during confinement,
6. And all other charges necessary for treatment.

12. Financial Assistance for (1) Therapeutic Procedure on Out-Patient basis

Php 20,000.00	Lithotripsy
Php 20,000.00	Dialysis
Php 20,000.00	Cataract Extraction
Php 20,000.00	Glaucoma with IOLR
Php 20,000.00	Cancer treatment
Php 10,000.00	Drug Rehabilitation, voluntary
Php 10,000.00	Alcohol Rehabilitation, voluntary
	hyperalimentation, psychiatric care
Php 8,000.00	Minor surgical, EENT, orthopedic, et al
Php 8,000.00	Warts Removal
Php 10,000.00	Physiotherapy
Php 10,000.00	GenXpert



13. Abnormal Pregnancy Assistance

financial assistance of **Php 20,000.00** to treat cases of:

- ectopic pregnancy,
- placenta/abruptio previa,
- post partum atony which requires surgery
- and other complications arising from abnormal pregnancy.



14. Ambulance Service Assistance

financial assistance of **Php 4,000.00** for emergency transport to and from the hospital.

15. Philippine Health Insurance (PhilHealth)

The patient-employee is obligated to process and file PhilHealth claim benefits prior to discharge to enjoy the full benefit of the Program.

16. Health Maintenance Organization (HMO) Personal Membership

The patient-employee is admonish to first utilize/maximize their personal HMO benefits; LHP may then assume the remaining balance within the framework of the Program

5 EXCLUSIONS FROM PROGRAM



THE PROGRAM IS NOT OBLIGATED TO PAY FOR THE FOLLOWING:

- | | |
|--|--|
| a. Plastic or Reconstructive surgery for cosmetic purpose | p. Pregnancy, Obstetric delivery and all pregnancy related illness |
| b. Consultation and/or treatment of experimental medicine. | q. Vaccination sera |
| c. Speech Therapy consultation and treatment | r. Injuries and diseases acquired from war, riots, demonstration. |
| d. Acupuncture consultation and treatment | s. Treatment of injuries or diseases which can be attributed to own misconduct, negligence, suicide, intemperate use of drug or alcohol, vicious or immoral habit, participation in commission or crime, violation of law or ordinance and unnecessary exposure to imminent danger or hazard to life or health |
| e. Chiropractic consultation and treatment | t. Incremental cost of room, laboratory, medicine, supplies, equipments expenses and professional fees after the first 24 hours in room accommodation other than that prescribed |
| f. Homeopathic consultation and treatment | u. Hospital and professional expenses from the time discharge order has been given |
| g. Long term rehabilitation therapy | |
| h. Long term psychiatric care | |
| i. Take Home medications | |
| j. Maintenance medication | |
| k. Medical expenses for licensure, insurance and other employment | |
| l. Convalescent care | |
| m. Private nurse services in and out of hospital | |
| n. Purchase or lease of medical equipments and supplies outside the hospital | |
| o. Diagnosis and treatment of congenital abnormal conditions | |

6 PROCEDURES FOR AVAILMENT



CONSULTATION WITH HOSPITAL BASED CONSULTANT

- 1 Consult with school physician
- 2 School Physician issues Referral Form to accredited consultant.
- 3 Consult with LHP coordinator for further instructions
- 4 Patient-employee shall process the Referral Form
- 5 Present Referral Form to consultant's receptionist
- 6 Consultant answers the Reply Slip during the consultation which the patient-employee is obligated to return to the School Clinic for record and action.
- 7 Each visit to hospital based consultant needs a valid Referral Form

DIAGNOSTIC EXAMINATIONS AND THERAPEUTIC PROCEDURES

- 1 Upon the recommendation of the school physician or consultant, the LHP Coordinator issues a Letter of Authority (LOA) to be attached to any request for diagnostic examination and/or therapeutic procedure.
- 2 The patient-employee shall process the LOA.
- 3 The patient-employee shall present the LOA to the hospital's office of Credit and Collection for validation.
- 4 The patient-employee with the valid LOA and attached Request proceed to accomplish the procedure.
- 5 Patient-Employee is obligated to report to the LHP with the results of examination for action or after the procedure.

HOSPITAL ADMISSION OR EMERGENCY ROOM CONSULTATION AND TREATMENT

- 1 Upon the recommendation of the consultant or school physician, the LHP Coordinator issues a Letter of Authority (LOA) to be attached to an Admitting Officer.
- 2 The patient-employee shall process the LOA.
- 3 The patient-employee shall present the LOA to the hospital's office of Credit and Collection for validation.
- 4 The patient-employee with the valid LOA and attached Admitting Orders proceed to Admitting Section of the hospital for admission.

REQUEST FOR REIMBURSEMENT FOR CONSULTATION, TREATMENT AND HOSPITAL ADMISSION

- 1 The patient-employee is obligated to submit to the LHP Coordinator a written Request for reimbursement stating therein the reason within a week upon return to work.
- 2 Attached with the Request are the following:
 - Medical Certificate or Medical Abstract
 - Operative Technique as the case maybe
 - Police Report for Accidents and the Official Receipts of said consultation, treatment or admission

** The Financial Affairs Office shall handle the reimbursement*

OUT-PATIENT CARE

- 1 The employee shall consult the school physician who shall prepare a Referral Form to appropriate USTH consultant if the condition cannot be adequately managed in the school clinic.
- 2 The LHP liason officer shall record said referral.
- 3 Employee shall present his/her school ID, Referral and Laboratory Request Forms to the consultant for consultation, treatment and laboratory examinations.
- 4 The employee shall return immediately the consultant's Reply Slip to the school clinic.
- 5 In case of special therapeutic and diagnostic procedures, report back to the school clinic for approval of financial assistance.
- 6 The employee shall have the laboratory examination done at other accredited laboratory.

PROCEDURE FOR SCHEDULED CONFINEMENT AT UST HOSPITAL

- 1 Secure Admitting Orders from attending consultant.
- 2 Secure approved Letter of Authority for Hospital Admission from the school clinic.
- 3 Secure approval from the Credit and Collection Section during the office hours or Billing Section after office hours.
- 4 Proceed to Admitting Section for admission.
- 5 Inform the School Clinic of Tentative date of discharge for accounting.
- 6 Settle outstanding financial obligation with hospital, if any.
- 7 Report to school clinic upon return to work with necessary Abstract and Certificate.
- 8 File the necessary Application for Sick Leave.

PROCEDURE FOR EMERGENCY ROOM CONSULTATION & TREATMENT FOR ADMISSION

- 1 Proceed to Emergency Room for consultation & treatment or admission.
- 2 Present School ID to the Credit and Collection during office hours or at the Billing Section after office hours for approval
- 3 Secure Letter of Authority for Emergency Admission or Treatment from the Colegio withing forty eight (48) hours.
- 4 Follow steps 6 to 11 of Procedure for Scheduled Confinement at UST Hospital

7 LIST OF APPOINTED CONSULTANTS | UST HOSPITAL Trunk Line: 731-3001

MARCELINO BANZON, MD

Ophthalmology
Tue & Thu 10am - 4pm
Saturday 9am - 12nn
Room 424
Local 2277

ALEJANDRO BAROQUE, MD

Neurology
Mon to Fri 1pm - 4pm
Room 543
Local 2413

RHONA BERGANTIN, MD

Infectious
Mon & Fri 1pm - 3pm
Room 536
Local 2239

ROBERT CHAN, MD

Orthopedic Surgery
Mon & Fri 12nn - 1pm
Tue, Wed, Thu 12nn - 2pm
Room 534
Local 2439

MELCHOR CHAN, MD

Gastroenterology
Mon to Fri 10am - 2pm
Saturday 10am - 12nn
Room 513
Local 2560

JEAN UY-HO, MD

Endocrinology
Tue, Thu & Sat 10am - 12nn
Room 536
Local 2239

RAMON JAVIER, MD

Neurology
Mon to Fri 1pm - 4pm
Except Tuesday 10am - 12nn
Room 511
Local 2452

ELVIS LLANERA, MD

General Surgery
Mon, Wed, Fri *by appointment*
Room 534
Local 2439

GINA MACARANAS, MD

Obstetrics/Gynecology
Tue, Thu & Sat 11am - 12nn
Saturday 9am - 12nn
Room 447
Local 2235

CLARISSA MENDOZA, MD

Cardiology
Thu & Sat 10am - 12nn
Room 536
Local 2239

ALBERTO MOLANO, MD

Orthopedic Surgery
Mon to Sat 10am - 12nn
Room 414
Local 2245

JOSE FERNANDO SYQUIA, MD

Orthopedic Surgery
Mon & Thu 12nn - 2pm
Room 427
Local 2288

WILLIAM OLALIA, MD

General Surgery
Mon to Sat 10am - 12nn
Except Thursday 4pm - 6pm
Room 508
Local 2289

ELIZABETH ROASA, MD

Nephrology
Mon, Wed & Thu 1pm - 4pm
Tuesday by appointment
Room 535
Local 2473

JOHN SILVA, MD

ENT
Wednesday 9am - 11:30am
Tuesday 1pm - 4pm
Saturday 1pm - 3pm
Room 408
Local 2485

IVAN VILLESPI, MD

Pulmonary
Mon to Fri 1pm - 3pm
Room 410
Local 2507



