	<b>HUMAN RESOURCE MANUAL</b>	Manual Issue Date <b>March 15, 2011</b>	Document No. <b>HRM 2.13</b>
	<b>Medical Insurance</b>	Effectivity Date <b>April 1, 2012</b>	Revision No. <b>1</b>
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### 1.0 OBJECTIVE

To communicate the guidelines and procedure relative to the medical insurance benefit of qualified employees.

### 2.0 SCOPE

This covers the guidelines on the entitlement to the medical insurance benefit provided by the organization's designated healthcare provider or health maintenance organization (HMO) for regular employees of Tulay sa Pag-unlad Inc. (TSPI).

### 3.0 GUIDELINES

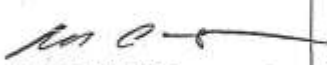
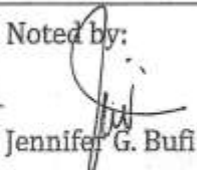
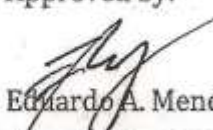
- 3.1 All regular employees are entitled to medical insurance benefit by the organization's designated HMO.
- 3.2 The medical insurance benefit is based on the list of benefits such as outpatient medical services and hospitalization provided by the organization's designated HMO.
- 3.3 Upgrading of medical insurance benefit occurs during promotion of employees.
- 3.4 Medical insurance coverage ceases when employee separates himself from the organization.

### 4.0 PROCEDURE

<b>Responsibility</b>	<i>Activity</i>
Human Resource Management Services (HRMS) Head	1. Enters into an agreement with HMO for its regular employees' medical insurance coverage.
HR Specialist	2. Enrolls the regular employee with the HMO three (3) days prior to regularization date. 3. Issues the HMO card to the regular employee. 4. In cases of promotion, upgrades the employee coverage for the medical insurance benefit. 5. In cases of employee separation, deletes employee from the HMO program.

### 5.0 FORMS

#### 5.1 HMO Data Form

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