



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
 CITY STATE CENTRE BUILDING
 709 Shaw Boulevard, Pasig City
 Trunklines - 637-9999, 637-9852 to 81



January 30, 2001

PHILHEALTH CIRCULAR

No. 05, s-2001
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TO : ALL ACCREDITED INSTITUTIONAL HEALTH CARE PROVIDERS, REGIONAL HEALTH INSURANCE OFFICES and ALL CONCERNED

SUBJECT : Guidelines on Application for 2001 Renewal of Accreditation

Please be informed that the current accreditation of hospitals will expire on the following dates:

Region	Expiry Date
National Capital Region (<i>including Rizal province</i>)	September 30, 2001
Regions I to III	October 31, 2001
Regions IV-A, IV-B to VI	November 30, 2001
Regions VII to XII, CARAGA and CAR	April 30, 2001

As such, please be advised of the following schedule of renewal of accreditation for the current year 2001:

Region	Deadline of Filing	60-day Processing	Period of Validity
National Capital Region (<i>including Rizal province</i>)	August 1, 2001	August 1 – September 30, 2001	October 1, 2001 – September 30, 2002
Regions I to III	September 1, 2001	September 1 – October 31, 2001	November 1, 2001 – October 31, 2002
Regions IV-A, IV-B to VI	October 1, 2001	October 1 – November 30, 2001	December 1, 2001 – November 30, 2002
Regions VII to XII, CARAGA and CAR	February 28, 2001	February 28 – April 30, 2001	May 1, 2001 – April 30, 2002

It is highly encouraged that health care providers file their application for renewal before the scheduled deadline to avoid late filing which may result in breaks or gaps in accreditation. *All claims for services rendered to members prior to the effectivity of accreditation shall be denied accordingly.*

Procedures in filing of applications for accreditation of hospitals

1. Properly accomplish two (2) copies of the application form which may be secured from PhilHealth central and regional health insurance offices (RHIOs) or from local chapters of the Philippine Hospital Association (PHA). The said form may be reproduced and is not for sale.
2. Accomplished form must be duly signed by the Medical Director/Administrator or the Chief of Hospital.
3. Have the *Warranties of Accreditation* notarized.
4. Submit the notarized form, required documents together with the corresponding accreditation fees to PhilHealth Central Office or at their respective RHIOs. *Incomplete applications shall not be processed and shall be retained without action.*

Upon verification and inspection of the hospital, RHIOs shall then forward the application together with their recommendations to PhilHealth Central Office in Pasig City for deliberation and approval of the Accreditation Committee.

Accreditation fees and other related concerns

Pursuant to PhilHealth Board Resolution No. 329, s-2000 dated May 30, 2000, the following adjustments in accreditation fees shall be implemented effective 2001.

Primary Hospitals	P1, 000.00
Secondary Hospitals	P2, 000.00
Tertiary Hospitals and Ambulatory Surgical Clinics	P3, 000.00

Applications for accreditation for Metro Manila and Rizal hospitals should be directly filed with PhilHealth Pasig City office. For out-of-town applications, accreditation fees must be paid in cash or postal money order (PMO) to their respective RHIOs. Postal Money Orders should be filled up as follows, the receipt of which should be attached to the application form submitted to PhilHealth:

- a. Pay to : Philippine Health Insurance Corporation
From : Name of Hospital
- b. Signature of issuing officer should be present
- c. Month, date and year of issue should be clearly stamped
- d. Back of PMO check should be left blank

For further inquiries regarding the renewal of accreditation for the year 2001, all concerned are advised to write or call:

The Officer-In-Charge
Accreditation Department
Philippine Health Insurance Corporation
Room 1203, Citystate Centre Building
709 Shaw Boulevard, Pasig City

Accreditation Hotline: 637-9999 locals 1216 or 1215
Telefax - 637-25-27

For information and strict compliance.



ENRIQUE M. ZALAMEA
President and CEO