



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre 709 Shaw Boulevard, Pasig City
Healthline 637-9999 www.philhealth.gov.ph



February 6, 2002

PHILHEALTH CIRCULAR

No. 07s. 2002

TO

**MEDICAL DIRECTORS AND ADMINISTRATORS OF ALL
PHILHEALTH ACCREDITED HOSPITALS, ASSISTANT
VICE-PRESIDENTS OF PHILHEALTH REGIONAL OFFICES,
AND ALL OTHERS CONCERNED**

SUBJECT

Amendments to PhilHealth Circular No. 38 s. 2000

The prescribed admission logbook and the other logbooks enumerated in this circular contain information necessary for planning and policy making for the PHIC.

In order to simplify the reporting system of accredited hospitals, PhilHealth Circular No. 38 s. 2000 is hereby amended to facilitate their compliance to the required hospital logbooks and the following guidelines are hereby issued:

1. The data regarding the member's address is hereby deleted from the X-ray and Operating Room logbooks.
2. The data on membership and admitting diagnosis are hereby deleted from the laboratory and x-ray logbooks but retained in the operating room logbook.
3. The above-mentioned logbooks will now contain the following data:

LABORATORY LOGBOOK

- Case number
- Name of patient
- Age
- Sex
- Type of examination
- Date of examination

X-RAY LOGBOOK

- Case number
- Name of patient
- Age
- Sex
- Type of examination
- Date of examination



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OPERATING LOGBOOK

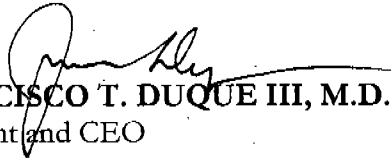
- Case number
- Name of patient
- Age
- Sex
- Membership
- Admitting diagnosis
- Procedure done
- Surgeon
- Date of operation

4. Accredited Hospitals are required to maintain only one (1) official Admission logbook which shall be authenticated before use and closed by duly authorized PhilHealth Central Office accreditation officer or PHIC Regional Office staff when consumed and before a new logbook can be opened for use. Multiple admission logbooks shall be allowed but only for hospitals which fall under the following criteria:
 - 4.1 A Tertiary hospital;
 - 4.2 The hospital is composed of multiple buildings with separate admitting sections; and
 - 4.3 Multiple buildings are located within the same premises.
5. Tertiary hospitals may be allowed to use a computerized logbook through their individual request subject to the approval of the Accreditation Department, Central Office of the PHIC, provided that:
 - 5.1 The system must have real time and date;
 - 5.2 The system should have an audit trail which would show the name of user, and changes done; and
 - 5.3 Hospitals located in the regions should course their request through the PhilHealth Regional Offices.

All other provisions of PhilHealth Circular No. 56 s. 1999 as amended by PhilHealth Circular No. 38 s. 2000 not inconsistent herewith shall remain in full force and effect.

For strict compliance.

This circular takes effect immediately.


FRANCISCO T. DUQUE III, M.D., MSc.
President and CEO