



Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION

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PhilHealth Circular

No. 05 s.2003

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TO : ALL ACCREDITED PROFESSIONAL HEALTH CARE PROVIDERS, ASSISTANT VICE PRESIDENTS, PHILHEALTH REGIONAL OFFICES AND ALL OTHERS CONCERNED

SUBJECT : Policies and Guidelines in the Accreditation of Professionals

In order to have uniform implementation on matters that pertain to the accreditation of professionals, the following additional policies and guidelines are hereby provided, to wit:

I. Certificate of Good Standing

1. Professionals who were **formerly accredited as Medical Specialists** by virtue of Residency Training Certificate, Diplomate/ Fellow Certificate issued by the Philippine Academy of Medical Specialists, Diplomate/ Fellow certificates issued abroad, etc. **may still be accredited** as such provided that upon the **renewal** of their accreditation, an updated certificate of good standing from the specialty society together with all other requirements are complied with. Professionals with an **accreditation gap of more than one year** shall be considered as applicant for **initial accreditation** and shall be required to submit all of the documents required including a Diplomate/ Fellow certificate issued by the Philippine Specialty Board. (PhilHealth Circular 19s.2002).
2. **DOH certified Medical Specialists who are accredited by PhilHealth** as specialists **before January 1, 2001** shall remain to be accredited as such. A certificate of good standing from the specialty society shall not be required provided that a **copy of the DOH certification that he/she is a medical specialist** is attached to the application documents during the **renewal** of accreditation.
3. **Certificate of good standing** from the specialty society shall be required of applicants with Diplomate/ Fellow, **two (2) years after the first issuance** of the Diplomate/ Fellow certificate.
4. Certificate of good standing issued by the PMA or local component society shall be accepted by PHIC **up to May 31 of the following year** from the date of issuance.
5. Professionals applying for initial/ renewal of accreditation may submit **either** an updated PMA card or an updated certificate of good standing from PMA local component society. The **PMA number** should be reflected on it.

6. **PMA life members** are still required to submit an **updated certificate of good standing** from the local component society as a proof that the said professional is still in active practice.

II. Professionals who do not have a hospital affiliation may apply for accreditation, however said professional should be informed that remuneration is given only to an accredited professional who provided medical services to the NHIP member admitted to an accredited health facility.

III. **Basis for the downgrading** of the Professional from a specialist to a general practitioner:

1. Absence of a certificate of good standing issued by the Philippine specialty society (IRR Section 59.c, PhilHealth Circ. 26s.1998) shall cause downgrading from specialist to general practitioner.


IV Tax Identification Number (TIN)

1. Professionals applying for initial accreditation are required to submit an individual TIN and may present either of the following: TIN card/ Form 2316 or certification issued by the BIR indicating the TIN.

2. Professionals who were previously accredited by PhilHealth with their TIN being shared with husband/ wife are required to submit an individual TIN. This is in support to the policy of the BIR requiring all earning individuals to have their own separate TIN.

3. Professionals applying for accreditation renewal or re-accreditation with **accreditation gap of less than one year** may not submit a **photocopy of his/her TIN card/ Form 2316** provided that the TIN number written in the application form will match with the accreditation record of the concerned professional as reflected in the database.

For implementation and guidance.


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President and CEO