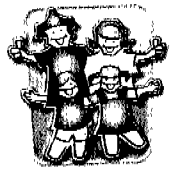




*Republic of the Philippines*  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

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**PhilHealth**



**Ka-Pamilya Mo!**

January 6, 2004

**PHILHEALTH CIRCULAR**

No. 02, s. 2004

**TO :** ALL ACCREDITED INSTITUTIONAL HEALTH CARE PROVIDERS, PHILHEALTH REGIONAL OFFICES, ACCREDITATION DEPARTMENT /UNITS and ALL OTHERS CONCERNED

**SUBJECT :** Guidelines for filing of Applications for the Renewal of Accreditation of Institutional Health Care Providers (IHCPs) for the year 2004

Current accreditation of HOSPITALS and Ambulatory Surgical Clinics (ASCs) will expire on the following dates:

Region	Expiry Date
1. Regions VII, VIII, IX, X, XI, XII, CARAGA and CAR	April 30, 2004
2. Region V	June 30, 2004
3. National Capital Region ( <i>Rizal province included</i> )	September 30, 2004
4. Regions I, II, III	October 31, 2004
5. Regions IV-A, IV-B and VI	November 30, 2004

To facilitate processing of applications for renewal of accreditation for the year 2004, hospitals and ASCs are enjoined to strictly adhere to the filing period as follows:

Region	Filing Period	Period of Validity
1. Regions VII, VIII, IX, X, XI, XII CARAGA and CAR	January 1-31, 2004	May 1, 2004 to April 30, 2005
2. Region V	March 1-31, 2004	July 1, 2004 to June 30, 2005
3. National Capital Region ( <i>Rizal Province included</i> )	June 1-30, 2004	October 1, 2004 to September 30, 2005
4. Regions I, II, III	July 1 - 31, 2004	November 1, 2004 to October 31, 2005
5. Regions IV-A, IV-B and VI	August 1-31, 2004	December 1, 2004 to November 30, 2005

Please note that accreditation takes effect on the date of recommended approval by the Accreditation Committee. Claims for confinements before this date shall be automatically denied payment.

*"Isang Malusog na Mamamayan. . . .Isang Matatag na Republika!"*

However, if the applications for renewal is submitted within the above stated filing periods then the privileges of accreditation of the instituional health care providers shall not be attended by a gap notwithstanding the actual date of approval of the application for renewal.

This timely submission of applications with the full compliance to accreditation requirements shall facilitate the approval of providers' accreditation and the continuous reimbursement of filed claims.

The CY 2003 processes and procedures for the filing of the renewal applications including the accreditation fee schedule shall still apply.

For further inquiries, hospitals and ASCs are advised to coordinate with their respective PhilHealth Regional Offices (PRO) and/or the Accreditation Department in the Central Office.

For guidance and strict implementation.

  
**Francisco T. Duque III, M.D., M.Sc.**  
President and CEO

Cc: file

Accreditation Department  
NDI/mbo/11-20-03