



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
 Citystate Centre, 709 Shaw Boulevard, Pasig City  
 Healthline 637-9999 www.philhealth.gov.ph



**PHILHEALTH CIRCULAR**

No. 24 s-2005  
 For

**TO : ACCREDITED HEALTH CARE PROVIDERS AND ALL CONCERNED**

**SUBJECT : Issuance of Official Receipts for PhilHealth Reimbursements**

In consonance with PhilHealth reconciliation efforts and in compliance with Sec. 237, Chapter II of the National Internal Revenue Code of the Bureau of Internal Revenue, accredited health care facilities and providers are strictly required to issue PhilHealth with official receipts (O.R.) of their Medicare reimbursements effective October 1, 2005.

MODE REIMBURSED BY PHILHEALTH	PRESCRIBED MODE OF ISSUANCE OF O.R. TO PHILHEALTH
<ul style="list-style-type: none"> <li>Check payment received through mail</li> </ul>	Send through mail/ submit personally / have it hand-carried by authorized representative
<ul style="list-style-type: none"> <li>Check payment picked-up by authorized representatives from PhilHealth office</li> </ul>	May initially issue provisional receipt (P.R.) and, later, issue corresponding O.R. upon pick-up of succeeding checks.  Both OR/PR should indicate the check number/s, date and the corresponding amount/s received.
<ul style="list-style-type: none"> <li>Professional fee (PF) paid through Auto Credit System</li> </ul>	Await receipt of Professional Fee Payment Notice (PFPN) from PhilHealth. Thereafter, submit O.R. as mentioned above, indicating the amount and the date it was credited.  For verification, physicians are advised to confirm their balances with Landbank through Express Net ATMs regularly.
<p><b>Note:</b> For government health care facilities, the Republic of the Philippines O.R. (Accountable Form No. 51) should be issued</p>	

All O.R.s must be submitted to PhilHealth within 30 working days from receipt of payment/reimbursement by accredited health care providers. For O.R.s submitted through mail, the date of reckoning shall be the date stamped as received by the post office. A system shall be instituted/installed at PhilHealth Regional Offices and Service Offices to monitor compliance herewith which may affect future reimbursements from the Corporation.

For strict compliance.

*Lorna O. Fajardo*  
**LORNA O. FAJARDO**  
 Officer-in-charge  
 Office of the President and CEO

Date Signed: 9/15/05

