



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

28 September 2009

PHILHEALTH CIRCULAR

No. 42, 2009

Aug

To: All Accredited Institutional Health Care Providers, All Members of the National Health Insurance Program (NHIP), All PhilHealth Offices and All Others Concerned

Subject: Revised Provisions for the Recovery and Disposition of Unclaimed Refunds from Accredited Institutional Health Care Providers (IHCPs)

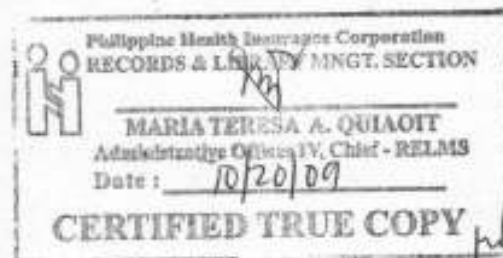
Pursuant to PhilHealth Board Resolution No. 1253, s2009 on unclaimed refund and to ensure that benefits provided for by the National Health Insurance Program (NHIP) are given to the rightful beneficiaries, the following revised provisions are hereby issued to facilitate operational efficiency in the recovery and disposition of the said refunds.

Unclaimed refund (UR) represents the difference between the amount PhilHealth paid as claimed by the accredited IHCP and the actual amount deducted by the said institution from the members as benefit upon discharge. This difference should be returned to respective members as refund. However, a lot has accumulated with the accredited institutions as unclaimed.

A. General Provisions

1. A Financial Statement (FS) as of 2008 and a duly notarized Report on Unclaimed Refund (RUR) from 1995 to 2008 shall be submitted by all currently and previously accredited IHCPs. Thereafter, all currently accredited IHCPs are required to submit the FS annually and the RUR as prescribed.
2. The FS as of 2008 and the RUR from 1995 to 2008 shall be submitted within ninety calendar days after the effectivity of this Circular. If the last calendar day for submission falls on a Saturday, Sunday or holiday, the submission shall be on the next working day.
3. The RUR shall be submitted in hard copy using the prescribed form (*Annex A*).
4. The FS and RUR are no longer required in the application for accreditation.
5. PhilHealth shall only accept the unclaimed refunds from IHCPs once the Billing Statements are issued.

PCUII_20090216_ver1
Copyright © 2009



6. IHCPs may request for installment payment in returning the accumulated refunds subject to the following conditions:
 - 6.1 The total amount of unclaimed refund that is being requested to be paid on installment basis is more than P1, 000,000.00. Installment will not be allowed for P1,000,000.00 or less.
 - 6.2 The IHCP should submit a written request addressed to the Internal Legal Department (ILD) within ten (10) calendar days from receipt of the demand letter. ILD shall submit its recommendation to the President & CEO within five (5) working days upon receipt of the request.
 - 6.3 ILD shall send an approval letter to the IHCP concern stating therein the schedule of installment payments to be fully paid within a maximum of six months. If request is not granted, ILD shall likewise inform the requesting IHCP of the denial. ILD should furnished PhROs with copies of approval or denial letters, as the case maybe which were sent to IHCPs under their respective jurisdiction.
 - 6.4 For each installment payment, the IHCP should submit the list of member-claimants with corresponding payment.
 - 6.5 Only the names of members in the list as validated will be published and processed for payment and so on.
 - 6.6 Previous arrangements for payment as approved by the Corporation shall not be deemed to have been revoked/modified.

7. The principle of portability shall be implemented for unclaimed refunds which were returned by accredited IHCPs to the Corporation. This means that members can claim the refund due them in any PhilHealth office that is nearest and most convenient to them.

B. Specific Provisions

1. All accredited IHCPs who have already been reimbursed of NHIP benefit claims made on the patient-member's accounts are required to return to the member-claimant the difference thereof within sixty (60) calendar days from receipt of such refund from PhilHealth.

2. In case the accredited IHCP fails to return to the claimant the difference or the total benefits received from PhilHealth, or in instances when the member-claimant or his/her representative fails to claim such difference or total refund within the sixty (60) day period stated above, the accredited IHCP shall return the same to the Corporation within thirty (30) calendar days without any need for a demand.

3. All accredited IHCPs are required to maintain a "PhilHealth Ledger". They are also required to record the unclaimed refunds due to members as "Trust Liabilities" in their "Book of Accounts" and such records shall be made available during IHCP inspections as stipulated in the "Warranties of Accreditation", to wit:

2

Philippine Health Assurance Corporation
 RECORDS & LIBRARY MNGT. SECTION
 MARIA TERESA A. QUIAOIT
 Administrative Officer IV, Chief - HELMS
 Date: 10/20/09
CERTIFIED TRUE COPY

