

Application for Renewal of Accreditation of Health Facilities for Calendar Year 2023

PhilHealth shall now accept applications for renewal of accreditation of health facilities (HFs) until **December 31, 2022**. This shall provide ample time for the Corporation to deliberate and decide on the applications, and to ensure the continuous processing of claims. The following shall serve as a guide to HFs applying for renewal of their continuous accreditation for Calendar Year (CY) 2023:

- HFs shall submit the applications by **mail/courier/walk-in** (original documents) or via **email** (scanned documents) to their respective PhilHealth Regional Offices (PROs) and/or Local Health Insurance Offices (LHIOs). The list of the PRO's email addresses may be downloaded from this link: <https://tinyurl.com/PROsEmail>.
- The original documents of applications submitted via email shall be submitted within thirty (30) calendar days from the date of online submission.
- Only applications with **complete** requirements will be accepted and processed. Incomplete applications shall be returned with the corresponding notice of deficiency/ies.
- Please ensure that the accreditation of the head of the facility (medical director, chief of hospital, or medical center chief) is valid during the accreditation period applied for.** If the accreditation of the head of the facility is set to expire on the first quarter of CY2023, the health care professional shall likewise submit an application for renewal of accreditation together with the application of the HF.
- All HFs shall ensure updated remittance of premium contributions of their employees to PhilHealth.
- For the 2023 accreditation cycle, the accredited HFs may submit their audited financial statement for CY 2022 on or before June 30, 2023, as applicable.
- Applications for initial or re-accreditation may be filed anytime. Requirements/ Documents are available at the PhilHealth website.
- The Provider Data Record (PDR) and the Performance Commitment (PC) may be downloaded from the PhilHealth website on this link: <https://www.philhealth.gov.ph/downloads> under the "Accreditation Documents" section.
- HFs shall submit the following applicable documentary requirements marked as ✓ in the matrix below.

Type of HF	Summary of Documents for Submission					Proof of Accreditation Fee Payment
	PDR	PC	DOH LTO ¹	DOH Cert ¹	Others, as applicable	
Hospitals (L3, L2, L1)	✓	✓	✓	X	1. Certificate of Good Standing from the Philippine Hospital Association. 2. Memorandum of Agreement (MOA), Memorandum of Understanding (MOU) and/or other contracts entered into by the hospital/infirmery with relevance to reimbursement of claims (e.g. hemodialysis, ARSP, etc.) 3. If with COVID-19 Home Isolation Benefit Package (CHIBP), see requirements on the last row of this matrix.	✓
Infirmaries	✓	✓	✓	X		✓
Hospital Extension Facilities	✓	✓	✓	X	-----	✓
Ambulatory Surgical Clinics	✓	✓	✓	X	If with CHIBP, see the requirements on the last row of this matrix.	✓
Birthing Homes/ Maternity Care Package Providers	✓	✓	✓	X	1. Updated Certificate as a Newborn Screening Facility 2. Updated Certificate as a Newborn Hearing Screening Facility or MOA with a Certified Facility 3. If with CHIBP, see the requirements on the last row of this matrix.	✓
Free-standing Dialysis Clinics	✓	✓	✓	X	-----	✓
Outpatient HIV-AIDS Treatment Centers	✓	✓	X	✓	-----	✓
Free-standing Family Planning Clinics	✓	✓	X	✓	-----	✓
TB DOTS Facilities	✓	✓	X	✓	-----	✓
Animal Bite Treatment Centers	✓	✓	X	✓	-----	✓
Drug Abuse Treatment and Rehabilitation Centers	✓	✓	X	✓	-----	X
Community Isolation Units	✓	✓	X	✓	-----	X
Free-standing or Non-hospital based SARS-CoV-2 Testing Laboratories	✓	✓	✓	X	-----	X
DOH-Licensed Konsulta Providers (facility-based or stand-alone)	✓	✓	✓	X	-----	✓
Non-licensed Stand-alone Konsulta Providers	✓	✓	X	X	Certified True Copy of Business/Mayor's Permit, or Updated Professional Tax Receipt ²	✓
Stand-alone Outpatient Malaria Package Provider	✓	✓	X	X	Certificate of Training in Malaria of an HF staff issued by DOH/ Center for Health Development (CHD).	X
CHIBP Providers	X	X	X	X	Letter of Intent to continue providing this package	X

¹ Valid for CY2023.

² To follow if this document is not yet available upon application date.

For any clarifications, please coordinate with your respective PhilHealth Regional Offices.

(Sgd.) ATTY. ELI DINO D. SANTOS

Officer-In-Charge

Office of the President and Chief Executive Officer

November 2, 2022