

## Application for Renewal of Accreditation of Health Facilities for Calendar Year (CY) 2025

Pursuant to PhilHealth Circular 2023-0012, the period for filing of applications for renewal of accreditation of health facilities (HFs) for CY 2025 shall be from **October 1, 2024 to December 27, 2024**.

The following table summarizes the documentary requirements for submission:

Health Facility	Provider's Data Record	Notarized Performance Commitment	Payment of Accreditation Fee	Updated DOH License/ Certification	Updated GIS if partnership/ corporation	OTHERS
Hospitals & Infirmaries	✓	✓	✓	✓	✓	1. Certificate of Good Standing from PHA 2. MOA, MOU or other contracts entered into by the hospital with relevance to reimbursement of claims (e.g., hemodialysis, ARSP, etc.) 3. If with Hospital Extension Facility (HEF), updated DOH LTO. 4. If provider of other outpatient benefit package, see applicable requirements.
Ambulatory Surgical Clinic (ASC)	✓	✓	✓	✓	✓	1. If provider of other outpatient benefit package, see applicable requirements. 2. For private FDCs providing peritoneal dialysis only, updated Business Permit.
Freestanding Dialysis Clinic (FDC)	✓	✓	✓	✓	✓	
Maternity Care Package Provider (MCP)	✓	✓	✓	✓	✓	
Konsulta Package Provider (KPP)	✓	✓	✓	✓	✓	1. If not licensed and if previous Service Delivery Support (SDS) already expired, updated certificate/s of SDS for laboratory, diagnostic services and medicine. 2. If KPP provides mammogram, ultrasound (upper abdomen, pelvic and breast only), and/or visual inspection with ascetic acid (VIA) but are not yet with SDS, include the same in the list of benefit packages in the Performance Commitment. 3. For Private Clinics located in private corporations or schools, Mayor's permit of the corporation or school. 4. Self-Assessment Tool
Anti-TB DOTS Package Provider	✓	✓	✓	✓	✓	
Animal Bite Package Provider (ABPP)	✓	✓	✓	✓	✓	
Freestanding Family Planning (FP) Clinic	✓	✓	✓	✓	✓	
Outpatient HIV AIDS Treatment (OHAT) Package Provider	✓	✓	✓	✓	✓	
Cancer Treatment Facility	✓	✓	✓	✓	✓	
Drug Abuse Treatment & Rehabilitation Center (DATRC)	✓	✓	✓	✓	✓	
Hospital Extension Facility	✓	✓	✓	✓	✓	
SARS-CoV-2 Testing Laboratory	✓	✓		✓	✓	
Community Isolation Unit (CIUs) as COVID-19 Community Isolation Benefit Package Provider	✓	✓		✓	✓	
Outpatient Malaria Package (OMP) Provider	✓	✓				1. Proof of employment in the HF of the previously submitted trained personnel. 2. For HFs owned by partnerships and/or corporation, updated GIS.
COVID 19 Home Isolation Benefit Package (CHIBP) Provider	✓	✓		✓		Letter of Intent

The Provider Data Record (PDR) and the Performance Commitment (PC) can be downloaded from the PhilHealth website through this link: <https://www.philhealth.gov.ph/downloads> under the "Accreditation Documents" section.

Please ensure that the accreditation of the healthcare professional (HCProf) serving as the head of facility (HoF), i.e. medical director, chief of hospital, or medical center chief, is valid during the accreditation period being applied for by the facility. If the HoF's accreditation is near expiration, please ensure that an application of renewal is also submitted in the soonest possible time. All HCProfs may submit their application for renewal of their accreditation 120 to 20 days before its expiration.

Moreover, HFs with DOH LTOs that will expire at the end of CY2024 but were granted with two- or three-year accreditation are required to submit an updated LTO on or before January 31, 2025. Otherwise, their accreditation may be temporarily withdrawn.

For complete accreditation guidelines, kindly refer to PhilHealth Circular No. 2023-0012 Omnibus Guidelines on the Accreditation of Health Facilities through this link: <https://www.philhealth.gov.ph/circulars/2023/PC2023-0012.pdf>.

For further inquiries, kindly reach us through your respective PhilHealth Regional Offices or through the following designated communication channels<sup>1</sup>:

Hotline : (02) 866 225 88  
 "Click-to-Call" : Visit <https://www.philhealth.gov.ph> and click the corresponding icon.  
 Mobile Hotline : (Smart) 0998-857-2957; 0968-865-4670  
 (Globe) 0917-127-5987; 0917-110-9812  
 Email : [actioncenter@philhealth.gov.ph](mailto:actioncenter@philhealth.gov.ph)

Thank you.

**(Sgd.) EMMANUEL R. LEDESMA, JR.**

President and Chief Executive Officer

Date signed: October 17, 2024

<sup>1</sup>PhilHealth Advisory No. 2024-0003: 24/7 Contact Center Services