

To All Healthcare Providers and Service Providers

Required Forms for Registration and Account Cipher Key Requests

This advisory is to reiterate the requirements to be submitted for Cipher Key requests. Adherence to these guidelines is crucial to ensure efficient processing of all requests.

A. For New Registration

1. HCI Engagement Registration Form (HERF)
2. Account Cipher Key Request Form (ACKRF)
3. Non-Disclosure Agreement (NDA)

B. For Transfer of Registration

1. HCI Engagement Registration Form (HERF)
2. Account Cipher Key Request Form (ACKRF)
3. Non-Disclosure Agreement (NDA)
4. Disengagement Letter (addressed to the current Service Provider)
5. Acknowledgment (from the current Service Provider)**

**If the current service provider will not be able to provide the acknowledgment letter within 10 calendar days, the requestor may submit their email or letter of request (Disengagement Letter) along with proof of receipt date in lieu of the acknowledgment letter.

To ensure efficient processing, all fields on the applicable forms must be accurately and completely filled out.

Requests should be submitted through the designated PhilHealth Regional Office's Information Technology Officer (PRO-ITO).

Additionally, please refer to the link below for more information and guidance on submitting your requests: <https://www.philhealth.gov.ph/advisories/2024/PA2024-0045.pdf>.

For your information and guidance.

(Sgd.) EMMANUEL R. LEDESMA, JR.

President and Chief Executive Officer

Date signed: November 6, 2024