



PHILIPPINE HEALTH INSURANCE CORPORATION
City State Centre Bldg., 709 Shaw Blvd., Pasig City
Tel. 637-9999, 627-9852 to 81

May 19, 2000

PHILHEALTH CIRCULAR

No. 009s-2000

TO All Accredited Professional Health Care Providers in the National Capital Region, Claims Processing Departments in the Central Office and All Concerned

SUBJECT Automatic Credit Payment Scheme of Professional Fees

TO effect prompt payment of the professional fees of accredited doctors in the National Capital Region, please be advised that effective June 1, 2000, payment of professional fees shall be made through automatic credit to your ATM account which was opened at the Land Bank of the Philippines (LBP) nearest your residential address or hospital practice lifted from your application for accreditation on file with this Corporation.

Eligibility:

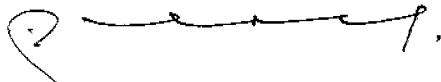
The scheme is initially opened to all PhilHealth-accredited doctors residing and rendering service in the National Capital Region. Government doctors accredited with PhilHealth rendering private practice will be included in the scheme provided that only claims from said practice shall be processed.

Procedures/Guidelines:

1. The accredited doctor shall receive a Notice of Inclusion in the Automatic Credit Payment Scheme from PhilHealth informing the same of his/her inclusion in the scheme and of the reserved ATM account in the Land Bank branch nearest his/her residence or hospital practice.
2. Upon receipt of said notice, the accredited doctor shall submit the attached Letter of Introduction to the Land Bank branch stated in the letter. The doctor's valid PhilHealth Accreditation Card and PRC License will be mandatory IDs. The same will also provide the bank a front and back photocopy of the two mandatory IDs. Under no circumstance must the doctor concerned fail to present one or both IDs, otherwise, same would result to the non-confirmation/non-activation of said doctor's ATM account.
3. Only one ATM savings account will be reserved for each doctor. Confirming or availing of multiple accounts by the same doctor under the scheme is not allowed.

4. Accomplish signature cards at the New Accounts Section of the branch. This will serve as reference in cases of withdrawals and ATM pinning.
5. For reference, you shall receive a statement from PhilHealth of the amount automatically credited to your account together with the name of the patients, amount per patient, name of the hospital and the dates of confinement. The total amount reflected therein shall be your reference in reconciling the amount credited to your account.
6. The initial credit to your account shall be considered as the initial deposit. Once the account is activated, a minimum balance of P500 should be maintained to avoid penalty charges by the bank.
7. Quarterly Bank Statements will be provided by LBP to the accredited doctor. However, for verification purposes, a snap shot may be requested at any point in time from the branch where your account was opened.
8. Crediting to your ATM account shall be made not later than the second day upon receipt of LBP of the diskette and hard copy of the list due for payment which is scheduled on the 15th and 30th of the month.
9. Computation of interest on the accredited doctor's ATM account shall be the day following the doctor's due date for withdrawal.
10. Under no circumstance will a PhilHealth-accredited doctor participating in the scheme will allow himself/herself to assume/misinterpret the claims of non-participating doctors as his/her own claim, with intent of securing monetary gains either for himself/herself or the non-participating doctor/s concerned.

For your information and appropriate action.



ENRIQUE M. ZALAMEA
President and CEO

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