



*Republic of the Philippines*

**PHILIPPINE HEALTH INSURANCE CORPORATION**

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**PHILHEALTH CIRCULAR**

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*File*

**TO :** ALL ACCREDITED INSTITUTIONAL HEALTH CARE PROVIDERS, OWNERS, ADMINISTRATORS, MEDICAL DIRECTORS, REGIONAL HEALTH INSURANCE OFFICES AND ALL OTHERS CONCERNED

**SUBJECT :** Submission of Quarterly Employers' Remittance Reports as Pre-requisite to Initial / Renewal of Accreditation

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TO ensure that members of the National Health Insurance Program (NHIP) are given quality medical care services by equally responsible health care providers, all accredited institutional health care providers are required to submit their Quarterly Remittance Reports (RF-1) for the last two quarters (Jan-March, Apr-June) as a pre-requisite for initial / renewal of accreditation.

Hospitals in the provinces may submit their RF-1 forms, which reflect the monthly remittance listing of their employees, to the nearest Regional Health Insurance Office (RHIO) in their area. The RHIOs, on the other hand, will then forward the submitted RF-1 forms to the Accreditation Department in the Central Office.

Those in the National Capital Region should submit their RF-1 forms to the Accreditation Department, Rooms 1202 or 1203, every quarter henceforth.

Please be guided accordingly.

**ENRIQUE M. ZALAMEA**  
President and CEO