



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
ACCREDITATION DEPARTMENT
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27 November 2000

PHILHEALTH CIRCULAR

No. 038 s. 2000

TO *for*

: **MEDICAL DIRECTORS AND ADMINISTRATORS OF ALL PHILHEALTH ACCREDITED HOSPITALS AND MANAGERS OF REGIONAL HEALTH INSURANCE OFFICES.**

SUBJECT

: **AMENDMENTS TO MEMORANDUM CIRCULAR No. 056 s. 1999.**

In view of the revision of the Implementing Rules and Regulation of Republic Act 7875, otherwise known as the National Health Insurance Act of 1995, the following amendments to Memorandum Circular 056 s. 1999 on the guidelines regarding the use of the official Admission Logbook by Philhealth accredited hospitals, one of the continuing requisites of accreditation are hereby issued:

(1.) The Admission logbook should have the required **12 columns** heading of which are as items (a.) to (l.) below and should be properly and completely accomplished as follows:

- (a.) case number
- (b.) date and time of admission
- (c.) complete name of patient
- (d.) age
- (e.) sex
- (f.) complete residential/office address
- (g.) membership

A. NHIP Beneficiaries:

- (1.) Employed: GM - Government-member
GD - Government-dependent
PM - Private-member
PD - Private-dependent
- (2.) Individually -paying:
SM - Self-employed-member
SD - Self-employed-dependent
OFM - OFW-member
OFD - OFW-dependent
OWM - OWWA-member
OWD - OWWA-dependent
OT - Others
- (3.) Indigent:
IM - Indigent-member
ID - Indigent-dependent
- (4.) Pensioner/Retiree:
P/RM - Pensioner/Retiree-member
P/RD - Pensioner/Retiree-dependent
NN - Non-NHIP

B. Non-NHIP :

- (h.) admitting diagnosis
- (i.) final diagnosis
- (j.) attending physician

(k.) disposition:

IMP - Improved	UNIMP - Unimproved
TRANS - Transferred	REF - Referred
EXP - Expired	ABS - Absconded
HAMA - Home against medical advice	OT - Others
WB - Well baby	

(l.) date and time of discharge

(2.) At the end of every month, the Chief of Hospital or Medical Director should accomplish the monthly summary of hospital activities in the Admission Logbook as follows:


SUMMARY OF ACTIVITIES FOR THE MONTH OF _____	
Number of patients remaining forwarded from the previous month	_____
Number of patients admitted for the month	_____
Number of patients discharged for the month:	
A. NHIP Beneficiaries	
(1.) Employed:	
GM _____ PM _____	
GD _____ PD _____	
(2.) Individually paying:	
SM _____ OFM _____ OWM _____	
SD _____ OFD _____ OWD _____	
	OT _____
(3.) Indigent:	(4.) Pensioners/Retiree:
IM _____ P/RM _____	
ID _____ P/RD _____	
B. NON- NHIP:	
NN _____	
Number of patients discharged for the month	_____
Number of patients remaining to be forwarded to the succeeding month	_____
_____ Signature of the Medical Director/ Administrator	

Non-compliance hereof shall be regarded as a violation of Section 59 Item (g.) and a Breach of Warranties under Section 157 of the IRR of R.A. 7875. Said offense shall be punishable with a fine of not less than Ten Thousand (P 10,000) pesos but not more than fifty Thousand (P 50,000) pesos , and three months suspension from participation in the NHIP to revocation of accreditation.

All other provisions of Philhealth Circular No. 056 s. 1999 not inconsistent herewith shall remain in force and in effect.

For strict compliance.

This Circular takes effect January 1, 2001.


ENRIQUE M. ZALAMEA
President and CEO
