



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

Citystate Centre 709 Shaw Boulevard, Pasig City  
Healthline 637-9999 www.philhealth.gov.ph



October 9, 2002

**PHILHEALTH CIRCULAR**

No. 33, S. 2002

**TO :** ALL AVPs, ACCREDITED INSTITUTIONAL HEALTH CARE PROVIDERS AND ALL OTHERS CONCERNED

**SUBJECT :** Additional Provisions to the Warranties of Hospital Accreditation

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To assure quality of medical services for the National Health Insurance Program members it was agreed upon by the Accreditation Committee on its meeting on July 30, 2002 to include the following as the additional provisions to the Warranties of Accreditation:

Clinical Services

3.5 That it shall maintain at all times the required personnel, serviceable equipment and facilities for use of patients.

Finally, I hereby certify that I have read fully the provisions of these warranties and affirms that PhilHealth, by virtue of its powers under RA 7875 may suspend or revoke the accreditation of this institution if found to have violated any of the provisions of the National Health Insurance Act, or its Implementing Rules and Regulations and any of these Warranties of Accreditation.

For strict compliance.

  
FRANCISCO T. DUQUE III, M.D., M.Sc  
President and CEO

Accreditation Department  
NDI/mbo/8-1-02

## PART II – WARRANTIES OF ACCREDITATION

The undersigned, as representative to act for and on behalf of

\_\_\_\_\_ (Hospital)

located at \_\_\_\_\_ warrants  
(address)

the following :

### 1. ELIGIBILITY

- 1.1. That the aforementioned health care institution has been in operation for at least three years,
- 1.2. That it is duly licensed/accredited by the Department of Health,
- 1.3. That it shows a good track record in the provision of health care,
- 1.3. That it is a member of good standing of \_\_\_\_\_ duly recognized by PhilHealth with its  
(association)  
established standards and criteria,
- 1.4. That it has the human resources, equipment, physical structure and other requirements in conformity with standards established by the Corporation,
- 1.5. That it has an ongoing quality assurance program.

### 2. COMPLIANCE TO PERTINENT LAWS

- 2.1. That the aforementioned health care institution shall in the course of its participation with the NHI program by virtue of its accreditation comply with the provisions of the National Health Insurance Law (RA 7875), its Implementing Rules and Regulations, all administrative orders of the corporation,
- 2.2. That it shall comply at all times with the provisions of the Hospital Licensure Act (RA 4226), its prevailing Implementing Rules and Regulations, Administrative Order # 24, s-1994 for ambulatory surgical clinics as well as other Administrative Orders,
- 2.3. That it shall accept the formal program of Quality Assurance, payment mechanism and utilization review of the NHI program,
- 2.4. That its personnel shall strictly adhere and comply at all times with the Codes of Ethics of the Medical and Nursing professions and other medical related professions of the Philippines,
- 2.5. That it shall strictly enforce a smoke-free policy within the premises of the health care institutions. Premises shall be understood to include all areas of a health care institution's compound regardless whether the same is inside or outside an enclosed structure.

### 3. CLINICAL SERVICES

- 3.1. That the aforementioned health care institution shall guarantee, safe adequate and standard medical care for all patients seeking medical care; and shall exercise observance of public health measures in case of communicable disease,
- 3.2. That it shall adopt referral protocols, strictly follow guidelines and health resource sharing arrangements of the Program,
- 3.3. That it shall extend without delay chargeable benefits due qualified members and beneficiaries,
- 3.4. That it shall not engage in unethical and illegal solicitation of patients for purposes of compensability under the NHI program,
- 3.5. That it shall maintain serviceable equipment and facilities and required personnel.

### 4. CLINICAL RECORDS AND PREPARATION OF CLAIMS

- 4.1. That the aforementioned health care institution shall maintain and accomplish at all times accurate chronological records of all patients, services rendered and health outcomes resulting from such services and health expenditures on patient care,
- 4.2. That it shall keep a neat and systematic records file in a safe but accessible place for easy retrieval,

- 4.3 That it shall undertake measures to enter only true and correct data in all patients records and in the preparation of claims and ensure the filing of legitimate claims within the sixty (60) calendar days after the patients discharge,
- 4.4 That I, acting on behalf of this institution, together with the concerned personnel, shall take full responsibility for any omission or commission in the preparation of claims and in the entry of clinical records.

**5. MANAGEMENT INFORMATION SYSTEM**

- 5.1 That the aforementioned health care institution shall give proper information of its accreditation status by posting the PhilHealth certificate of accreditation in a very conspicuous place in the said institution,
- 5.2 That it shall post at its billing section updated information of the Program's benefits and procedural requirements and make available the necessary forms for patient's use,
- 5.3 That it shall inform the Department of Health all reportable cases confined in the aforementioned institution,
- 5.4 That it shall immediately inform the PhilHealth in writing of any of the following changes in the institution's (1) location (2) ownership or management, or (3) closure or temporary cessation of hospital operation.

**6. HOSPITAL INSPECTION / VISITATION / INVESTIGATION**

- 6.1 That the aforementioned health care institution recognizes the authority of the PhilHealth and its duly authorized representative or agents deputized by PhilHealth to conduct inspection, visitation or investigation of the institution at anytime,
- 6.2 That the PhilHealth's duly authorized representative shall be accorded with courtesy and respect by the hospital management and staff during inspection / visitation / investigation of the institution,
- 6.3 That it shall cooperate in the inspection / visitation / investigation by making ready and available all hospital records (medical & financial) and other pertinent documents,
- 6.4 That it shall obey without delay summons, subpoena or subpoena duces tecum from the Corporation or Local Health Insurance Office.

Finally, the undersigned hereby affirms that the PhilHealth, by virtue of its power under RA 7875 may suspend or revoke the accreditation of this institution if found to have violated any of the provisions of the National Health Insurance Act, or its Implementing Rules and Regulations and any of these Warranties of Accreditation.

\_\_\_\_\_  
**MEDICAL DIRECTOR / ADMINISTRATOR**

(Signature over Printed Name)

**SUBSCRIBED AND SWORN TO,** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

at \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

Until \_\_\_\_\_  
 PTR No. \_\_\_\_\_  
 Issued at \_\_\_\_\_  
 Issued on \_\_\_\_\_

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