

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

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



November 29, 2002

**PHILHEALTH CIRCULAR**

No. 41, s. 2002

**TO :** ALL ACCREDITED INSTITUTIONAL HEALTH CARE PROVIDERS, PHILHEALTH REGIONAL OFFICES, ACCREDITATION DEPARTMENT /UNITS and ALL OTHERS CONCERNED

**SUBJECT :** Guidelines for filing of Applications for the Renewal of Accreditation of Institutional Health Care Providers for CY 2003

To facilitate processing of applications for accreditation of hospitals and Ambulatory Surgical Clinics they are reminded to file applications within the 30 calendar days before the 90 calendar days prior to the expiration of the existing accreditation so that the processing of applications for renewal of accreditation will be finished on or before the end of the validity period. For example, hospitals and ASCs in region VII whose filing period is from January 1 - 31, 2003 should submit their applications within these dates, otherwise, it may result to a gap in their accreditation because processing will be beyond their validity period.

Health care providers should file their application for renewal within the specified filing period. One-day delay will create a gap in accreditation because inspection and report submission for deliberation by the Accreditation Committee will also be delayed. Claims for services rendered to patients or member/s within the gap period shall be denied accordingly.

Current accreditation of hospitals will expire on the following dates:

Region	Expiry Date
1. National Capital Region ( <i>Rizal province included</i> )	September 30, 2003
2. Regions I, II, III	October 31, 2003
3. Regions IV-A, IV-B, V and VI	November 30, 2003
4. Regions VII, VIII, IX, X, XI, XII, CARAGA and CAR	April 30, 2003

The following schedule of filing for renewal of accreditation of Institutional Health Care Providers for CY 2003 shall be strictly implemented, to wit:

Region	Filing Period	Period of Validity
1. National Capital Region ( <i>Rizal Province included</i> )	June 1-30, 2003	October 1, 2003 to September 30, 2004
2. Regions I, II, III	July 1 - 31, 2003	November 1, 2003 to October 31, 2004
3. Regions IV-A, IV-B and VI	August 1-31, 2003	December 1, 2003 to November 30, 2004
4. Regions VII, VIII, IX, X, XI, XII, CARAGA and CAR	January 1-31, 2003	May 1, 2003 to April 30, 2004

For the convenience and safety from weather conditions of the surveyors in reaching island municipalities the new filing period, period of validity and expiry date of hospitals and ASCs in Region V, the matrix below shall be followed. Their validity period shall be extended to end on June 30, 2004 instead of November 30, 2003. When deemed necessary these hospitals and ASCs will be monitored during this extension period when weather conditions so permit.

Region	Filing period	Period of Validity	Expiry date
V	March 1-31, 2004	July 1, 2004 to June 30, 2005	June 30, 2004

**Procedures for filing of applications for the renewal of accreditation of Hospitals and Ambulatory Surgical Clinics (ASC) including the schedule and accreditation fees are the same as those for CY 2002.**

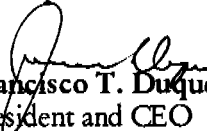
Non-compliance to the requirements for the "PhilHealth Accredited" signboard (PhilHealth Circular # 1 s. 2001) and acquisition of copies of the Implementing Rules and Regulations of R.A. 7875 (PhilHealth Circular # 12 s. 2001) shall now be considered as deficiencies which may lead to denial of accreditation.

For further inquiries, hospitals are advised to write to their respective **PhilHealth Regional Offices (PRO)**.

Hospitals located in the National Capital Region (NCR) and Rizal, may call or write to: **The Manager, Accreditation Department, Philippine Health Insurance Corporation Rm. 1202, Citystate Center Building, 709 Shaw Boulevard, Brgy. Oranbo, Pasig City,**

Accreditation Hotline: 6379999 locals 1216 or 1215  
Telefax: 6372527

For implementation.

  
**Francisco T. Duque III, M.D., M.Sc.**  
President and CEO

Cc: file

Accreditation Department  
NDT/mbo/10-29-02