



PHILHEALTH CIRCULAR

No. 11, s-2006

TO : ALL ACCREDITED OUT-PATIENT CLINICS AND ALL CONCERNED

SUBJECT : Guidelines on the Renewal of Accreditation of Out-Patient Clinics

The Implementing Rules and Regulations (IRR) of the National Health Insurance Act as amended defines out-patient clinic as an institution or facility with a basic team providing health services such as diagnostic consultation, examination, treatment, surgery and rehabilitation on an out-patient basis (Section 3.00). These facilities include the following:

1. Rural Health Units (RHUs)/Health Centers (HCs);
2. Maternity Care Clinics (MCCs);
3. Freestanding Dialysis Clinics (FDCs); and
4. Directly Observed Treatment Shortcourse (DOTS) Clinics.

Currently, the expiration of accreditation of the aforesaid is on the anniversary date. However, in order to facilitate the orderly processing of applications in all regions before the expiration of their accreditation, these guidelines are issued:

1. The new schedule of filing shall be as follows:

A. Group I

Regions	Filing Period	Period of Validity
IV A, IV B, V and VI	January 1 to 31	April 30 of the current year to April 29 of the succeeding year
NCR and Rizal	February 1 to 28	May 31 of the current year to May 30 of the succeeding year
I, II, III and CAR	March 1 to 31	June 30 of the current year to June 29 of the succeeding year

B. Group II

Regions	Filing Period	Period of Validity
VII and VIII	May 1 to 31	August 31 of the current year to August 30 of the succeeding year
IX, X, XI, XII and CARAGA	October 1 to 31	January 31 of the succeeding year to January 30 of the next succeeding year

2. All out-patient clinics in Group II whose applications for **renewal** of accreditation were approved from February 1 to April 30 of the current year (2006) need not file a new application for the year 2006. It shall apply for renewal during the scheduled filing period of the concerned region in year 2007.
3. Out-patient clinics in both groups which were recently inspected and approved for **initial or re-accreditation** and whose validity period for the region will expire within three (3) months should submit the application for renewal of accreditation and pay the appropriate fee for the ensuing renewal period.

To illustrate: An RHU in Region VII is applying for initial accreditation

Date of Inspection	Date of Approval	Validity Period (for initial accreditation)	Filing Period for Renewal (for the region)	Validity Period (for renewal of accreditation)
June 02, 2006	June 17, 2006	June 17, 2006 to June 16, 2007	May 1 to 31, 2006	August 31, 2006 to August 30, 2007

4. The validity of accreditation takes effect on the date recommended or as determined by the Accreditation Committee and approved by the President & CEO.
5. Capitation fund for the out-patient consultation and diagnostics utilizing the diagnostic package and claims for payment of the maternity, TB DOTS and dialysis packages which are filed before the effectivity date of accreditation shall be automatically denied payment.
6. If the application for renewal is submitted within the new schedule of filing period per region, the accreditation privileges of the institutional health care provider/s shall be considered and shall not be attended by a gap notwithstanding the actual date of approval of the application for renewal.
7. The discount on renewal fees for the accreditation of out-patient clinics shall be granted to early filers starting this year.

This circular shall take effect after fifteen days from its publication in the Official Gazette or in a newspaper of general circulation.

(Sgd.) **LORNA O. FAJARDO, CESO III**
 Officer-in-charge
 Office of the President & CEO

Date Signed: March 22, 2006