



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
Citystate Centre, 709 Shaw Boulevard, Pasig City  
Healthline 637-9999 www.philhealth.gov.ph

September 17, 2008

PhilHealth Circular  
No. 24 s. 2008

Div  
TO

: All Institutional Health Care Providers, PhilHealth Regional Offices, Service Offices and all others concerned

Subject : **Amendments on the Guidelines on Application for Accreditation of Institutional Health Care Providers (IHCPs)**

Pursuant to PhilHealth Board Resolution Nos. 1102, 1111, 1153 and 1181 s. 2008, please be guided by the following amendments regarding the processing of applications for accreditation of Institutional Health Care Providers (IHCPs):

### I. Definition of Types of Accreditation

#### Initial Accreditation

1. Applying for the first time.
2. IHCPs applying for accreditation after incurring a gap in accreditation of at least two (2) years.


#### Renewal of Accreditation

1. IHCPs with active accreditation that filed their applications within the prescribed filing period (Table 1).

#### Re-Accreditation

Applications conferred as re-accreditation are as follows:

1. Previous accreditation has lapsed for less than two (2) years;
2. Subsequent application for renewal of accreditation was denied;
3. Upgrading;
4. Downgrading of accreditation;
5. Acquisition of new skills;  
Dialysis service, chemotherapy, CT Scan, etc.
6. Increase in accredited beds based on the authorized bed capacity;
7. Transfer of location;
8. Change in ownership; and
9. Filed after the prescribed filing period.

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	MARIA TERESA A. QUIAOIT Administrative Officer IV, Chief - RELMS Date: <u>15/9/08</u>	
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## II. Filing of Applications:

1. Applications for initial accreditation and re-accreditation may be submitted anytime of the year.
2. Applications for renewal of accreditation shall be filed based on Table 1.

Table 1: Filing Period for IHCPs Applying for Accreditation

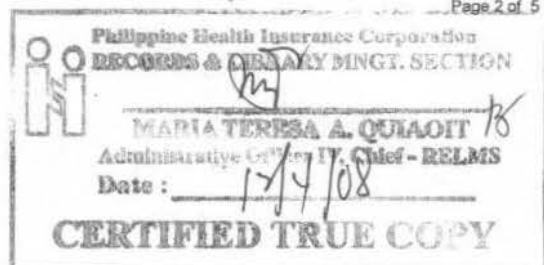
Type of IHCP	Incentive Period	Filing Period
Hospitals, ASCs & FSDCs	December of the current year	January of the succeeding year
OPB, Maternity Care & Anti-TB/DOTS Providers	August of the current year	September of the current year

## III. Payment Scheme (Table 2):

1. Government institutions applying for initial accreditation shall have a twenty percent (20%) discount on the regular accreditation fees.
2. Applications with complete documentary requirements received during the incentive period shall pay ten percent (10%) less on the regular accreditation fees.
3. Applications received after the prescribed filing period shall incur penalty charges in addition to its regular accreditation fee.

Table 2. SCHEDULE OF ACCREDITATION FEES

INSTITUTIONS	INITIAL & REACCREDITATION *		RENEWAL		RE-ACCREDITATION **	
	PRIVATE	GOVERNMENT (20%)	BEFORE THE PRESCRIBED FILING PERIOD (WITH 10% INCENTIVES)	PRESCRIBED FILING PERIOD	APPLICATIONS FILED AFTER THE PRESCRIBED FILING PERIOD (additional fee)	
					31 – 90 days prior to expiration	1 – 30 days prior to expiration
OPB Providers	N/A	P 800.00	P 900.00	P 1,000.00	P 2,000.00	P 4,000.00
TB-DOTS Provider	P 1,000.00	P 800.00	P 900.00	P 1,000.00	P 2,000.00	P 4,000.00
Non-Hospital Maternity Care Providers	P 1,500.00	P 1,200.00	P 900.00	P 1,000.00	P 2,000.00	P 4,000.00
3-in-1 Providers	N/A	P 800.00	P 900.00	P 1,000.00	P 2,000.00	P 4,000.00
OPB and DOTS Providers	N/A	P 800.00	P 900.00	P 1,000.00	P 2,000.00	P 4,000.00
OPB and MCP Providers	N/A	P 1,200.00	P 900.00	P 1,500.00	P 3,000.00	P 6,000.00
MCP and DOTS Providers	P 1,500.00	P 1,200.00	P 900.00	P 1,500.00	P 3,000.00	P 6,000.00
Level I Hospitals	P 3,000.00	P 2,400.00	P 1,800.00	P 2,000.00	P 4,000.00	P 8,000.00
Level II Hospitals	P 5,000.00	P 4,000.00	P 3,600.00	P 4,000.00	P 8,000.00	P 16,000.00
Ambulatory Surgical Centers (ASCs)	P 5,000.00	P 4,000.00	P 3,600.00	P 4,000.00	P 8,000.00	P 16,000.00
Free Standing Dialysis	P 5,000.00	P 4,000.00	P 4,500.00	P 5,000.00	P 10,000.00	P 20,000.00



Centers (FSDCs)						
Level III Hospitals	P 8,000.00	P 6,400.00	P 7,200.00	P 8,000.00	P 16,000.00	P 32,000.00
Level IV Hospitals (with training programs)	P 10,000.00	P 8,000.00	P 9,000.00	P 10,000.00	P 20,000.00	P 40,000.00

\* Applications filed after the validity of their accreditation

\*\* Applications filed after the prescribed filing period but within the validity period

### Ex. Accreditation Fee for applications filed beyond the filing period by a Level II hospital

Type of institution	Accreditation Fee	Date of submission	Additional Fee	Total Accreditation Fee
Level II Hospital	P 4,000.00	Filing period	None	<b>P 4,000.00</b>
		60 days prior to expiry of accreditation	P 8,000.00	(P 4,000.00 + P 8,000.00) <b>P 12,000.00</b>
		15 days prior to expiry of accreditation	P 16,000.00	(P 4,000.00 + P 16,000.00) <b>P 20,000.00</b>

### IV. Inspection/Survey of Applicant IHCP:

1. Pre-accreditation survey shall be conducted within thirty (30) calendar days from receipt of the properly accomplished application forms with complete documentary requirements.

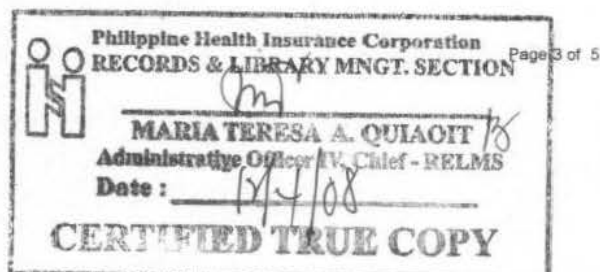
2. **Reglamentary Period of Compliance**— period to correct deficiencies

**Initial accreditation** - up to sixty (60) days from date of initial pre-accreditation inspection or receipt of notice of deficiencies.

**Re-accreditation, Upgrading and Renewal** - up to thirty (30) days from date of initial pre-accreditation inspection or receipt of notice of deficiencies.

3. The following conditions shall cause denial of the application for accreditation:

- Non-compliance within the reglamentary period.
- Failure of the applicant to inform the Corporation within the reglamentary period on its **readiness** for re-inspection to validate correction of deficiencies.



## V. Validity of Accreditation:

Table 3: Validity of Accreditation of IHCPs

Type of IHCP	Validity of Accreditation	
	Start Date	End Date
Hospitals, ASCs & FSDCs	May 1 of the current year	April 30 of the succeeding year  * <b>Provisional Accreditation:</b> January 1 to April 30
OPB, MCP, and DOTS providers	January 1 of the current year	December 31 of the current year

### \* Provisional Accreditation

Accreditation of hospitals, ASCs and FSDCs for the succeeding year (\*January 1 to April 30) shall be **provisional pending the submission of IHCP of its updated DOH license**. Processing of claims shall be put on hold during this period. Failure to submit the current license before the end of the filing period (month of January) shall invalidate its provisional accreditation. Claims filed during said period shall not be paid.

### Initial Accreditation and Re-accreditation

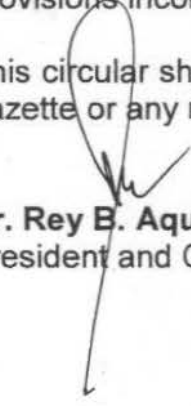
The start date of accreditation shall be on the date of pre-accreditation inspection that the facility was found to be compliant with all the requirements and standards of accreditation except for re-accreditation due to change in location or change in ownership of the facility. The start of accreditation for the latter shall take effect upon approval of the application.

If during the initial pre-accreditation inspection/survey the applicant institution was noted to have deficiencies, the effectivity of accreditation shall be reckoned from the date of re-inspection when the facility is found to be fully compliant with the standards and requirements for accreditation.



All previous policies and guidelines and other administrative issuances with provisions inconsistent herewith are hereby amended accordingly.

This circular shall take effect after fifteen (15) days from publication in the official gazette or any newspaper of general circulation.



**Dr. Rey B. Aquino**  
President and CEO

