



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
 Citystate Centre Building, 709 Shaw Boulevard, Pasig City

September 13, 2012

PHILHEALTH CIRCULAR

No. 045 s. 2012
July

TO : EMPLOYERS FROM THE GOVERNMENT AND PRIVATE SECTOR, PHILHEALTH REGIONAL, BRANCH AND SERVICE OFFICES, AND ALL OTHERS CONCERNED

SUBJECT : Employer Online Activation and Electronic Premium Reporting System version 2.1 (EPRS v2.1)

PhilHealth Circular No. 025, s-2012, mandatorily requires all employers with more than ten (10) employees to adopt and use the Electronic Premium Reporting System (EPRS) of PhilHealth as the mode of preparation and submission/transmission of the Employer Remittance Report.

For convenience and hustle free premium reporting, the Electronic Premium Reporting System has been enhanced and now dubbed as EPRS Version 2.1 (EPRS v2.1) which will be made available and accessible for the EPRS users effective 01 October 2012.

In addition to the user-friendly features of the EPRS v2.0, the new EPRS v2.1 will now have the following innovative features:

- ✓ Preliminary Employees Premium Remittance List (PEPRL) generation – this feature allows the employer to verify the correctness of the employee contributions list for the current month.
- ✓ Statement of Premium Account (SPA) generation – with just a click, the employers can generate a statement of total premium payable to PhilHealth which shall be used as the basis for voucher and check preparation. The required PhilHealth Premium Payment Slip (PPPS) is also included in the SPA. Hence, no more separate payment form to fill-out.
- ✓ Finally, EPRS can now accept the posting of premium contribution remitted through the Accredited Collecting Agents (ACAs).

Employers, who have not yet adopted the EPRS as their mode of preparation and submission of the Remittance Report, are hereby enjoined to register for an EPRS account and activate the same to enjoy the ease and convenience of preparing and submitting its Employer Remittance Report online via the EPRS just by following either of the two (2) simple and easy modes of registration and activation. To wit:

1. Via Online Registration & Activation

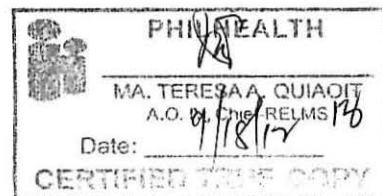
Electronic PhilHealth Online Access Form (ePOAF)

- i. Access PhilHealth EPRS Online Access Registration (PEOAR) at <http://www.philhealth.gov.ph/services/>

teamphilhealth

www.facebook.com/PhilHealth

info@philhealth.gov.ph



- ii. Fill out the required fields;
- iii. Submit application and wait for the confirmation from PhilHealth within five (5) working days;
- iv. Activate the account

2. Via Manual Registration & Activation

Manual PhilHealth Online Access Form (POAF), in accordance with PhilHealth Circular No. 30, s-2010 dated 20 September 2010.

- i. Submit to PhilHealth the duly accomplished PhilHealth Online Access Form and attend the scheduled training for the activation and creation of EPRS user account.
- ii. For schedules on the conduct of trainings and other details, interested employers may coordinate with the PhilHealth Office in their localities.

Employers who are actively using the EPRS and those who just successfully registered and activated their EPRS account may now facilitate the preparation and submission of their respective 'Employer Remittance Reporting' by updating the membership and contributions profile of its employees following the EPRS six (6) Easy Steps in Premium Reporting:

EPRS Six (6) Easy Steps in Premium Reporting

Step	Employer Activity	Timelines	Requirement
1	Membership updating in the EPRS	Within 30 days of the applicable month	Mandatory
2	Generation of Preliminary Employees Premium Remittance List (PEPRL)	1 st – 5 th day after the applicable month <i>(can be generated after membership updating)</i>	Optional
3	Generation of Statement of Premium Account (SPA)	6 th day after the applicable month <i>(can be generated during the applicable month)</i>	Mandatory
4	Preparation of Voucher and Check	7 th – 9 th day after the applicable month <i>(can be prepared once SPA is generated)</i>	Mandatory
5	Remittance of Premium Contribution to PhilHealth Offices or Accredited Collecting Agents	On or before the 10 th day after the applicable month <i>(can be remitted after the generation of the SPA)</i>	Mandatory
6	Posting of Payment to EPRS	11 th – 15 th day after the applicable month	Mandatory

Note: If deemed adequate and convenient, the employers may opt to complete the steps provided above even within the applicable period or earlier than the prescribed due dates.

Other issuances inconsistent with the abovementioned provisions are hereby repealed and/or modified. This Circular shall take effect fifteen (15) days upon publication in a newspaper of general circulation.

Please be guided accordingly.

DR. EDUARDO P. BANZON
President and CEO

Date Signed: 9/18/2012

