

TAMANG SAGOT

PhilHealth Circular No. 031, s-2015

Updating, Build-up and Clean-up of Employer and Employee Data

1. Who are covered by the Circular?

This Circular shall apply to all government and private sector employers.

2. What does the Circular aim to achieve?

The updating, build-up and/or clean-up of employer and employee records in the PhilHealth Database using a prescribed employees list to be submitted by the employer will help ensure eligibility of the employee-members as well as their qualified dependents to avail themselves of PhilHealth benefits.

3. Why is this Circular issued?

This Circular is issued to fulfill the following provisions of RIRR:

Title III, Rule 1, Section 6(f) of the Revised Implementing Rules and Regulations of the National Health Insurance Act of 2013 mandates PhilHealth to “*establish and maintain an updated membership and contributions database*”. Title III Rule 3 Section 15(a) of the same IRR which pertains to the Obligations of the Employer states that all employers must “*register their employees and their qualified dependent by submitting a list of their employees complete with their salary base and other documents as may be required.*”

It must also be noted that employers must notify PhilHealth on any changes in their employees’ , otherwise they shall be liable for reimbursement of payment on benefits availed of by their employee member or his/her dependent/s (delete, redundant with immediately preceding phrase: who have availed of the benefits) who are later found to be ineligible due to their failure to submit the required list, or submission of a list with inaccurate member information.

4. How will this Circular be carried out?

The PhilHealth Regional/Branch Office shall be coordinating with the employers in their areas for the submission of updated information about their agencies/companies and their employees in the format that will be prescribed later. The data as reflected in the employer’s certified list shall be the basis in the validation, updating and clean-up of both employer and employee data. PIN shall also be assigned to employees who were found to have no PINs yet.

5. When will this be effective?

This Circular shall take effect fifteen (15) days after the publication in the National Official Gazette or in a newspaper of general circulation.