PHILHEALTH CIRCULAR
No. 01/1 - 2015

TO : ALL MEMBERS OF THE NATIONAL HEALTH INSURANCE PROGRAM, ACCREDITED HEALTH CARE PROVIDERS, ALL PHILHEALTH OFFICES AND ALL OTHERS CONCERNED

SUBJECT : OUTPATIENT HIV/AIDS TREATMENT (OHAT) PACKAGE (PhilHealth Circular 19, s 2010) REVISION 1

I. RATIONALE

In support of the United Nation's Millennium Development Goal Number 6 to halt or reverse the incidence of Human Immuno-deficiency Virus (HIV)/Acquired Immune Deficiency Virus (AIDS) by 2015, PhilHealth through Board Resolution No. 1331, series of 2009 has approved the implementation of an outpatient HIV/AIDS treatment package. This benefit aims to increase the proportion of the population having access to effective HIV/AIDS treatment and patient education measures. Guidelines for provider accreditation and benefit delivery are defined in PhilHealth Circular 19, s 2010. To align it with the "All Case Rate Policy" of the Corporation, the guidelines of the said circular are hereby amended.

II. SCOPE AND COVERAGE

This issuance contains guidelines for reimbursement of Out-Patient HIV/AIDS Treatment (OHAT) Package. This shall apply to all accredited health care institutions that are designated by Department of Health as HIV/AIDS treatment hubs.

Italics parts of this issuance reflect the amendments and additional guidelines of the OHAT Package.

III. GENERAL RULES

A. Accreditation of OHAT Providers

1. There shall be no separate accreditation for HIV/AIDS Treatment Hubs as OHAT Package providers, as long as they are PhilHealth accredited health care institutions (HCIs). In cases when there are gaps in facility accreditation, claims for the said affected quarter/s will not be paid. Accreditation of HCIs shall be in accordance with PhilHealth Circular 54, s 2012, Provider Engagement thru Accreditation and Contracting of Health Services and subsequent issuances.

2. As prescribed by PhilHealth Circular 2, s 2014 (Enhanced Health Care Institution Portal), HCIs shall have the HCI Portal installed in their facility. To ensure confidentiality, the treatment hub shall have a dedicated HCI Portal user separate from the one used by the facility for its general admissions and other PhilHealth claims.
3. HIV/AIDS treatment hubs are required to create a trust fund for reimbursement of OHAT Package.

4. In line with PhilHealth Circular 31, s. 2013 (All Case Rates Policy No. 1) that professional services must be provided by accredited health care professionals, physicians in treatment hubs must be PhilHealth accredited starting January 1, 2016. Guidelines for accreditation of physicians are provided in PhilHealth Circular 10, s. 2014 (The New Accreditation Process for Health Care Professionals and Guidelines for Credentialing and Privileging of Professionals). For initial accreditation, physicians shall submit to the nearest PhilHealth Local Health Insurance Office or Regional Office the following documents:
   a. Property accomplished Provider Data Record for professionals;
   b. Signed Performance Commitment;
   c. Updated PRC License or its equivalent;
   d. Two (2) pieces of 1×1 photo;
   e. Proof of payment of premium contribution; and
   f. Certificate of completed residency training or specialty board certificate if applicable.

B. Eligibility Rules for Members and Dependents

As stated in PhilHealth Circular 32, s. 2014 (Clarification in the application of qualifying to ensure entitlement to benefits), all members and their qualified dependents are eligible if their premium contributions are paid for at least three (3) months within the six (6) months prior to the first day of availment. The qualifying six months is inclusive of the confinement month.

Sponsored, Indigent and Overseas Workers Program members are entitled to the package if the period of treatment falls within the validity periods of their membership as stated in the MDR/PBEF.

C. Availment of OHAT Package

1. The Outpatient HIV/AIDS Treatment (OHAT) Package shall be paid through a case-based payment scheme. Annual reimbursement is set at thirty thousand pesos (Php 30,000.00).

2. Only HIV/AIDS cases confirmed by STD/AIDS Central Cooperative Laboratory (SACCL) or Research Institute for Tropical Medicine (RITM) requiring treatment shall be covered by the package.

3. Excluded in this OHAT Package are the following:
   a. Diagnosis of HIV/AIDS with no laboratory confirmation
   b. HIV/AIDS cases with no indication for anti-retroviral therapy
   c. Management of patients for pulmonary tuberculosis co-infection.
   d. Illness (opportunistic infections) secondary to HIV/AIDS that requires hospitalization
   e. HIV/AIDS cases requiring confinement are covered under the regular inpatient benefit of PhilHealth.

4. A separate package for TB-DOTS may be reimbursed in accredited TB-DOTS facilities. A member may avail of both the OHAT and TB-DOTS packages simultaneously.

5. This package shall only be availed from PhilHealth accredited HCI that are DOH designated HIV/AIDS Treatment Hubs.

6. Package shall be based on the Policies and Guidelines on the Use of Antiretroviral Therapy among People Living with Human Immunodeficiency Virus (HIV) and HIV-exposed Infants prescribed by the Department of Health (DOH). All treatment hubs in accredited facilities are required to follow the guidelines set by the DOH.

IV. SPECIFIC RULES

1. Covered items under this benefit are drugs and medicines, laboratory examinations based on the specific treatment guideline including Cluster of Differentiation 4 (CD4) level determination test, viral load...
and test for monitoring of anti-retroviral (ARV) drug toxicity and professional fees of providers.

2. The package will be released in four (4) quarterly payments at Php 7,500 pesos per release payable to the health care institution. The treatment hub shall only file one claim for each patient per quarter regardless of the number of consultations. However, if there are no services provided (i.e., no consultation), there will be no payment for that quarter. For example:

<table>
<thead>
<tr>
<th>Covered Period</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/s consulted to treatment hub</td>
<td>January 1 to March 31</td>
<td>April 1 to June 30</td>
<td>July 1 to September 30</td>
<td>October 1 to December 31</td>
</tr>
<tr>
<td>Payment for the quarter</td>
<td>Php 7,500.00</td>
<td>Php 7,500.00</td>
<td>none</td>
<td>Php 7,500.00</td>
</tr>
</tbody>
</table>

3. The rule of single period of confinement shall not apply to this Package. However, only 1 claim per quarter may be filed and is equivalent to Php7,500. Any other claim filed within the same quarter will be denied.

4. Each quarterly claim shall be charged one (1) day against the 45-day annual benefit limit or a maximum of 4 days per year.

5. When a patient transfers from one treatment hub to another, the following rules shall apply:
   a. A referral letter to the receiving facility must be accomplished.
   b. The accredited facility that provided the services for the applicable quarter shall file the claim.
   c. If patient transfers within the same quarter, the referring facility shall file the claim. Claims for subsequent quarters shall be filed by the second facility.
   d. If there are no claims filed by the referring facility, claims filed by the referral facility within the applicable quarter shall be paid.

**Claims Availment and Processing**

1. Only DOH-designated treatment hubs in accredited facilities may file for reimbursement for the OHAT Package (see Annex 2 for the updated list).

2. The consultation date or date when patient obtained the ARV drugs from the treatment hubs during the applicable quarter shall be considered as the admission date. If there are several consultations for that quarter, the health care provider shall choose any one of these as date of admission. The discharge date shall be the same as admission date.

3. Claims for the OHAT Package must be submitted to PhilHealth within sixty (60) days after the discharge date.

4. Claims with incomplete requirements shall be returned to sender (RTS) for completion. Claims refiled with incomplete requirements shall be denied.

5. The following documents are required for processing of claims:
   a. PhilHealth Benefit Eligibility Form (PBEF) OR other secondary documents required as proof of eligibility listed in PhilHealth Circulars 50, s-2012 and PC 1, s-2013 in cases when PBEF is not available.
   b. Only accomplished PhilHealth Claim Form 1 (CF1). CF1 shall no longer be required when PBEF confirmed (as indicated by a "Yes") the patient’s eligibility.
   c. For preceding claims of employed members, CF1 without the employer’s signature may be accepted if there is an updated Certificate of Premium Contributions issued by PhilHealth Local Health Insurance Offices/Branches attached to the claim.
   d. Only accomplished PhilHealth Claim Form 2. Instructions and example of which are attached as Annex 2 and Annex 3 of this Circular respectively.
d. Other documents to be submitted:

<table>
<thead>
<tr>
<th>Initial Claim</th>
<th>Succeeding Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Photocopy of the following:</td>
<td>1. Photocopy of the health regimen booklet</td>
</tr>
<tr>
<td>1. Confirmatory test results by SACCL or RITM</td>
<td>2. Waiver and consent for release of confidential information (See Annex 1)</td>
</tr>
<tr>
<td>2. Health regimen booklet that reflects the recent</td>
<td>❖ Include referral letter in cases of transfer</td>
</tr>
<tr>
<td>drug regimen</td>
<td></td>
</tr>
<tr>
<td>◦ Waiver and consent for release of confidential</td>
<td></td>
</tr>
<tr>
<td>information (See Annex 1)</td>
<td></td>
</tr>
</tbody>
</table>

6. For previously diagnosed cases but are filing for the first time, the claimant must still submit all the necessary laboratory test results together with the other requirements. This will be considered as the initial claim.

7. To ensure patient’s rights to confidentiality, all claims for the OHAT Package shall be enclosed in a sealed envelope, marked “CONFIDENTIAL” and submitted to the PhilHealth Regional Office.

8. PhilHealth employees who will be directly involved in the processing of claims for HIV/AIDS shall sign a confidentiality agreement to further ensure patients’ right to confidentiality.

9. All claims for OHAT Package shall be evaluated and processed according to PhilHealth rules and guidelines on claims processing.

10. In cases when claims were filed by the referring and receiving facility within the specific quarter, only claims from the referring facility shall be paid.

11. PhilHealth Out-patient HIV/AIDS Package shall use the Package Code and description below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>RVU</th>
</tr>
</thead>
<tbody>
<tr>
<td>99246</td>
<td>OUTPATIENT HIV/AIDS PACKAGE</td>
<td></td>
</tr>
</tbody>
</table>

12. As stated in PhilHealth Circular 03, s 2014, (Strengthening the Implementation of the No Balance Billing Policy), the No Balance Billing policy shall apply to member category identified by the Corporation who were treated in OHAT accredited government facilities.

13. The disposition of PhilHealth payment for OHAT shall be:

a. Eighty percent (80%) for the facility to be used as revolving fund for the delivery of the required services such as, but not limited to drugs, supplies, laboratory reagents, equipment (including maintenance), site improvement, and referral fee and other services necessary for the delivery of the required services.

b. Twenty percent (20%) for the professional fee that shall be divided among the HIV/AIDS Core Team (HACT) and other staff directly providing the services composed of, but not limited to the following: doctors, dentists, nurses, medical social workers, counselors and medical technologists.

V. Monitoring and Evaluation


2. The treatment hubs are required to maintain a minimum set of information on each patient such as medical records/charts including referral letters that shall be readily available to PhilHealth during monitoring and evaluation.

Effectivity

This Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation. Claims with admissions starting that date shall be evaluated and paid based on the aforementioned provisions.
VII. Repealing Clause
All other existing issuances and provisions of previous issuances inconsistent with this circular are hereby repealed and/or amended.

IX. Annexes
1. Annex 1 – Waiver and consent for release of health information
2. Annex 2 – List of accredited DOH-designated treatment hubs
3. Annex 3 – Instructions on filing up Claim Form 2 (CF2)
4. Annex 4 – Sample Claim Form 2

ALEXANDER A. PABILLO
President and CEO

Date signed: 06/18/2015
ANNEX I

WAIVER AND CONSENT FOR-RELEASE OF CONFIDENTIAL PATIENT HEALTH INFORMATION

I. ___________________ with Patient Code No. ___________________
   (NAME OF PATIENT)
of legal age, and presently undergoing anti-retroviral therapy hereby
authorize: __________________________________________
   (NAME OF ATTENDING PHYSICIAN)
of ___________________ (NAME OF ACCREDITED HOSPITAL)
to release the following information from my medical records to PhilHealth:

☐ Photocopy of HIV test result

☐ Photocopy of confirmatory test result from RITM/SACCL

☐ Clinical Abstract:

☐ Health Regimen Booklet:

☐ Others: Specify: __________________________________________

The above enumerated information is to be released strictly to the authorized representative of the
Philippine Health Insurance Corporation (PhilHealth) for the purpose of benefits availment.

By signing below, I request that payment of PhilHealth benefits for the Copatient HIV/AIDS
Treatment Package be made on my behalf to the aforementioned hospital for services provided to
me by the hospital and its staff.

I undertake to release PhilHealth and its employees from any and all liabilities relative to the
release of the above enumerated information.

__________________________________________________________________________
Name of Patient or Person acting on Patient's Behalf
Signature
Date

__________________________________________________________________________
Reasons for Signing on Patient's Behalf:

__________________________________________________________________________
Name of Attending Physician
Signature
Date

Witnesses:

__________________________________________________________________________
Print Name
Signature
Date

Revised: December 2009
Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

May 7, 2015

DEPARTMENT MEMORANDUM:
No. 2015 - 039

FOR: ALL DIRECTORS OF BUREAUS, SERVICES, and REGIONAL OFFICES; MEDICAL CENTER CHIEFS OF DOH-RETAINED HOSPITALS, DOH-ATTACHED AGENCIES, and DOH-DESIGNATED HIV TREATMENT HUBS, and KEY PARTNERS from the LOCAL GOVERNMENT UNITS, PRIVATE SECTOR and NON GOVERNMENT AND COMMUNITY-BASED ORGANIZATIONS, and OTHERS CONCERNED;

SUBJECT: Updated List of DOH-Designated Treatment Hubs and Satellite Treatment Hubs

The Department of Health, through the National AIDS and STI Prevention and Control Program (NASPCP) under the Infectious Disease Office (IDO) of the Disease Prevention and Control Bureau (DPCB), continues to uphold its mandate to ensure universal access to antiretroviral therapy (ART) to all people living with HIV (PLHIV) needing treatment, in line with the achievement of Universal Health Care or Kalusugang Pangkalabatan.

Thus, antiretroviral drugs and other HIV services can already be accessed through the following DOH-Designated Treatment Hubs:

1. Baguio General Hospital and Medical Center
2. Ilocos Training and Regional Medical Center
3. Cagayan Valley Medical Center
4. Jose B. Lingad Memorial Regional Hospital
5. James L. Gordon Memorial Hospital
6. Philippine General Hospital
7. San Lazaro Hospital
8. Research Institute for Tropical Medicine
9. Makati Medical Center
10. The Medical City
11. Hospital ng Palawan
12. Bicol Regional Training and Teaching Hospital
13. Western Visayas Medical Center
Likewise, the DOH expanded and decentralize ART services through the establishment of the Satellite Treatment Hubs. These aim to increase access and maximize coverage by bringing the services closer to the key populations in key geographic areas, thereby ensuring linkage to care and providing primary care services including provision of ART to PLHIV early in the course of the disease. The following are the established Satellite Treatment Hubs:

1. Quezon City Klinika Bernardo
2. Marikina City Health Office
3. Manila Social Hygiene Clinic
4. Cebu City Social Hygiene Clinic
5. General Santos City District Hospital
6. Dr. Rafael S. Tumbokon Memorial Hospital

This is for your information and for immediate dissemination.

JANETTE P. LORETO-GARIN, MD, MBA-H
Secretary of Health
ANNEX 3 - INSTRUCTIONS HOW TO ACCOMPLISH CLAIM FORM 2 (CF2) FOR OHAT PACKAGE

Claim Form 2 shall be accomplished using capital letters and by checking the appropriate boxes. All items should be marked legibly by using ballpen only.

All dates should be filled out in MM-DD.YYYY format.

<table>
<thead>
<tr>
<th>CF2 Part</th>
<th>Description</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I</td>
<td>PhilHealth Accreditation Number of Health Care Institution</td>
<td>Write the PhilHealth Accreditation Number, name of HCI and the address on the space provided.</td>
</tr>
<tr>
<td>Part I</td>
<td>Name of Health Care Institution</td>
<td></td>
</tr>
<tr>
<td>Part I</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Part II, item 1</td>
<td>Name of Patient</td>
<td>Write the complete name of the patient in this format: Last Name, First Name, Name Extension (if any), Middle Name.</td>
</tr>
<tr>
<td>Part II, item 2</td>
<td>Referred by another HCI</td>
<td>Tick yes if referred from another institution and write the name of referring HCI designated as treatment hub.</td>
</tr>
<tr>
<td>Part II, item 3</td>
<td>Confinement period</td>
<td></td>
</tr>
<tr>
<td>Part II, item 4</td>
<td>Date Admitted</td>
<td>The consultation date or the date during which the medicines were obtained during the applicable quarter shall be considered as the admission date.</td>
</tr>
<tr>
<td>Part II, item 4</td>
<td>Date Discharged</td>
<td>The consultation date or the date during which the medicines were obtained during the applicable quarter shall be considered as the discharge date.</td>
</tr>
<tr>
<td>Part II, item 4</td>
<td>Patient disposition</td>
<td>Check the box &quot;Improved&quot;</td>
</tr>
<tr>
<td>Part II, item 5</td>
<td>Type of Accommodation</td>
<td>Leave the space blank.</td>
</tr>
<tr>
<td>Part II, item 6</td>
<td>Admission Diagnosis/es</td>
<td>Write &quot;HIV/AIDS&quot;.</td>
</tr>
<tr>
<td>Part II, item 7</td>
<td>Discharge Diagnosis</td>
<td>Write &quot;Human Immuno-deficiency Virus - Acquired Immune Deficiency Syndrome&quot;.</td>
</tr>
<tr>
<td>Part II, item 7</td>
<td>Diagnosis</td>
<td>Write the diagnosis of the patient.</td>
</tr>
<tr>
<td>Part II, item 7</td>
<td>ICD 10 Code/s</td>
<td>Write the appropriate ICD 10 Code/s.</td>
</tr>
<tr>
<td>Part II, item 7</td>
<td>RVS Code</td>
<td>Write the RVS Code 99246 corresponding to OHAT Package.</td>
</tr>
<tr>
<td>Part II, item 7</td>
<td>Date of procedures</td>
<td>Leave the space blank.</td>
</tr>
<tr>
<td>Part II, item 8g</td>
<td>Special consideration: For Out-patient HIV/AIDS Treatment Package</td>
<td>WRITE the Laboratory Number as listed in the confirmatory laboratory test result (e.g. R01-32-5476).</td>
</tr>
<tr>
<td>Part/Item</td>
<td>Description</td>
<td>Instruction</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Part II, item 9</td>
<td>PhilHealth Benefits</td>
<td>WRITE the RVS Code 99246 in the line for first case rate, leave the second case rate blank.</td>
</tr>
<tr>
<td>Part II, item 10</td>
<td>Professional Fees</td>
<td>Write the accreditation number and the name of the accredited HCP on the spaces provided. Affix the signature of the accredited HCP over his/her name then write the date as the space provided.</td>
</tr>
<tr>
<td>Part III Section A</td>
<td>Certification of Consumption of Benefits</td>
<td>TICK first box (PhilHealth benefit is enough to cover HCP and PF charges) if the patient did not have any out of pocket expense related to TB treatment (such as payment for medicine, laboratory and professional fee). Write the amount 7,500 in the space provided for Grand Total of the Total Actual Charges.</td>
</tr>
<tr>
<td>Part III Section B</td>
<td>Consent to Access Patient Record/s</td>
<td>Print the name of the patient and affix his/her signature over the name. Write the date when this was signed. If the patient was unable to sign, tick the appropriate boxes.</td>
</tr>
<tr>
<td>Part IV</td>
<td>Certification of Health Care Institution</td>
<td>Print the name of the authorized person to fill out the claim and his/her designation. Affix his/her signature above the name. This person must review and verify all the entries before affixing his/her signature.</td>
</tr>
</tbody>
</table>
Write the date that corresponds to the day of consultation in the Health Regimen Card as the date of admission and date of discharge.

Write OHAT on the related procedures with corresponding RVS code.

Write the Laboratory Number indicated in the HIV screening result.

Write the RVS code of OHAT as the first case rate.
### PART II - CERTIFICATION OF CONSUMPTION OF BENEFFITS

**CERTIFICATION OF CONSUMPTION OF BENEFITS AND CONSENT**

**NOTE:** Member/Patient should sign only after the applicable charges have been filled-out.

#### A. CERTIFICATION OF CONSUMPTION OF BENEFITS

- PhilHealth benefits are claimed to cover HCI and PH charges.
- No purchases of drugs/medicines, supplies, diagnostic, and co-pay for professional fees by the member/patient.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Health Care Institution Fees</td>
<td><strong>7,500</strong></td>
</tr>
<tr>
<td>Total Professional Fees</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
</tr>
</tbody>
</table>

The benefit of the member/patient was completely consumed prior to co-pay, the benefit of resident or the HCI is completely consumed but with purchases/supplies, and/or co-pay.

#### B. The total co-pay for the following year:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Health Care Institution Fees</td>
<td></td>
</tr>
<tr>
<td>Total Professional Fees</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
</tr>
</tbody>
</table>

#### Part B. Purchases/supplies NOT included in the Health Care Institution Charges:

- Total cost of purchases for diagnosed cases and medical supplies not covered by the patient/member in excess of the HCI during confinement
- Total cost of diagnostic/examining/medical supplies that the patient/member above and beyond the HCI during confinement

**NOTE:** Total Actual Charges should be based on Statement of Account (SOA)

### PART III - CERTIFICATION OF CONSUMPTION OF BENEFFITS AND CONSENT

**NOTE:** Member/Patient should sign only after the applicable charges have been filled-out.

#### A. CERTIFICATION OF CONSUMPTION OF BENEFITS

- PhilHealth benefits are claimed to cover HCI and PH charges.
- No purchases of drugs/medicines, supplies, diagnostic, and co-pay for professional fees by the member/patient.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Health Care Institution Fees</td>
<td><strong>7,000</strong></td>
</tr>
<tr>
<td>Total Professional Fees</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
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</tbody>
</table>

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#### B. The total co-pay for the following year:

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<th>Description</th>
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<tr>
<td>Total Health Care Institution Fees</td>
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</tr>
<tr>
<td>Grand Total</td>
<td></td>
</tr>
</tbody>
</table>

#### Part B. Purchases/supplies NOT included in the Health Care Institution Charges:

- Total cost of purchases for diagnosed cases and medical supplies not covered by the patient/member in excess of the HCI during confinement
- Total cost of diagnostic/examining/medical supplies that the patient/member above and beyond the HCI during confinement

**NOTE:** Total Actual Charges should be based on Statement of Account (SOA)

### PART IV - CERTIFICATION OF HEALTH CARE INSTITUTION

**I certify that services rendered were rendered to the patient's chart by the health care institution records and that the herein information given are true and correct.**

**Yolanda C. Barcelona**

- Signature of the Representative
- Date Signed: 08/19/2014

**Hospital Administrator**

- Signature of the Administrator
- Date Signed: 08/19/2014