



June 15, 2015

PHILHEALTH CIRCULAR
 No. 014 or 2015

TO : ALL ACCREDITED HEALTH CARE PROVIDERS,
 PHILHEALTH REGIONAL OFFICES, LOCAL HEALTH
 INSURANCE OFFICES AND ALL OTHERS CONCERNED

SUBJECT : GUIDELINES FOR CONTRACTING HEALTHCARE
 INSTITUTION AS Z BENEFIT PACKAGES PROVIDER

I. BACKGROUND:

PhilHealth is mandated to provide financial risk protection against catastrophic illnesses and to pay for quality healthcare services. As such, the Corporation engages healthcare institutions and health professionals to provide the health care services needed by PhilHealth members through Accreditation. It is also stated in RA 10606 Sec 16 item j. the Corporation shall have the following Power and Functions to negotiate and enter into contracts with health care institutions, professionals, and other persons, juridical or natural, regarding the pricing, payment mechanisms, design and implementation of administrative and operating systems and procedures, financing, and delivery of health services in behalf of its member.

In view of this, PhilHealth can contract with willing and qualified health care facilities to provide Case Type Z benefit packages. The contract between the Corporation and the health care institution (HCI) shall ensure that the mandatory services requirements of Case Type Z benefits are given appropriately and timely as well as the payment mechanism for these services are acceptable to both parties for a specified period of time. Three years into the implementation of the first four Z benefits, however, the utilization of these benefits and the additional Z packages that have been rolled out remained low. One of the reasons for low utilization was limited access points for these benefits. To address this problem, PhilHealth may contract with other government and private HCIs especially in areas where there is no existing contracted HCI.

As PhilHealth expands the contracting for Z Benefits for both government and private HCIs, standardizing the process of contracting is of utmost importance to ensure delivery of health services in behalf of its member and accomplishment of Program objectives.

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II. OBJECTIVES

General objective: To provide the guidelines for contracting health care institutions for specific Case Type Z Benefit Packages.

Specific objectives:

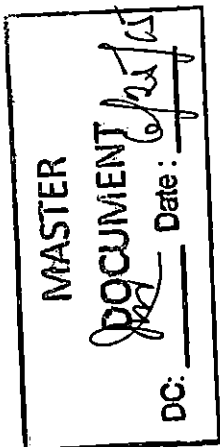
1. To define the standards for each Z benefit package
2. To establish a contracting process for HCIs to be contracted
3. To strengthen the monitoring mechanisms in the implementation of the Z benefits.

III. COVERAGE

This Circular shall apply to health care institutions (HCIs) capable of providing Z benefit Packages.

IV. GENERAL GUIDELINES:

1. Currently accredited HCI can be contracted as a Z Benefit Provider by submitting a Letter of Intent (LOI) indicating all the Z Benefit Packages it intends to be contracted for.
2. The contracted HCI shall be willing to follow all the rules of the Z benefits policy including the standards of care and services required for each Z Benefit Package as set by the Corporation.
3. A self assessment shall be conducted by the HCI prior to the pre-contracting survey. Copy/ies of the self-assessment and survey tool/s shall be secured from the PROs or downloaded from the PhilHealth Website at www.philhealth.gov.ph
4. All patients for admission to HCIs and diagnosed with the specific Z Conditions shall first undergo a pre-qualification screening using the Z Benefit criteria and shall be entitled to avail of the applicable Case type Z benefit package. Patients that did not qualify shall avail of the case rate benefit for that specific condition.
5. All contracted HCIs shall abide by the "No Balance Billing"(NBB) policy. HCIs are encouraged to extend the NBB policy to non-sponsored members
6. The fixed co-payment, not exceeding the amount of the Z package rate, shall be allowed for non-sponsored/non-indigent patients. The HCI's co-payment schedule shall be reflected in the contract and uploaded in the PhilHealth website.
7. HCI that cannot provide the mandatory service can forge a MOA with the most accessible facility to render the needed care for the benefit of the patients.-The cost of availing the services of such third party provider shall not be added to the authorized co-pay.
8. The HCI shall have a multi-disciplinary (MDT) of accredited physicians who were credentialed and privileged by the HCI and other health and non-health workers with specific duties and responsibilities.
9. A contract shall be signed by both parties (HCI and PhilHealth) for each Z benefit package.



- 10. The validity of the contract shall be for one (1) year from the date it is signed and automatically renewable unless terminated through a written notice from any of the parties.
- 11. The contract between PhilHealth and HCIs shall be automatically suspended if for any reason the license and /or accreditation status of HCI is suspended or revoked.

V. STANDARDS FOR CONTRACTING

- 1. The HCI shall comply with the standards and mandatory services specific for the Z benefit package/s applied for. The standards for contracting of Z Benefit Provider annexed to this circular consist of the following:
 - a. End stage renal disease eligible for kidney transplant (low risk);
 - b. Early stage breast cancer (stage 0 to III A),
 - c. Surgery for closure of ventricular septal defect (VSD) ;
 - d. Surgery for total correction of tetralogy of Fallot (TOF); and
 - e. Z benefits rate for the mobility, orthosis, rehabilitation, prosthesis help (Z MORPH) package for the fitting of external lower limb prosthesis below the knee
- 2. All standards for the other Z Benefit Packages that are not included in this circular shall be posted on the PhilHealth website.

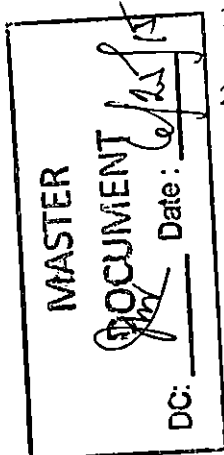
VI. CONTRACTING PROCESS

A. INITIAL Contracting with accredited HCIs:

- 1. Currently accredited HCIs with capability to provide Z benefit package shall submit a letter of intent (LOI) addressed to the concerned PhilHealth Regional Office. A copy of the Z Benefit specific self-assessment tool (SAT) of package the HCI intends to provide shall be made available to the HCI. It can also be downloaded from the PhilHealth website.
- 2. HCI shall conduct self-assessment and submit the fully accomplished SAT to the concerned PRO.
- 3. PhilHealth survey team shall conduct pre-contracting survey utilizing the same SAT used by the hospital to validate its compliance.
- 4. The PRO shall evaluate the HCI's compliance to the standards and recommends to the President and CEO if the HCI can be contracted as Z Benefit package provider.
- 5. Contract signing of HCI and PhilHealth.

B. RENEWAL of Contracted HCIs:

- 1. The contracted HCIs shall submit an LOI for renewal of its contract, 60 days prior to end of its contract validity.
- 2. The contract of HCIs shall be automatically renewed provided that the HCI has complied with the following conditions:
 - a. Compliance to the NBB policy as stipulated in PhilHealth Circular 3, series of 2014 (Strengthening the Implementation of the No Balance Billing Policy)



- b Compliance to all the policies and procedures of the Z Benefits such as but not limited to the ff:
 - i. Provision of all mandatory services or the minimum standards of care based on the current standards of practice;
 - ii. Good patient outcomes based on the clinical guidelines, treatment protocols and pathways they use in their respective local settings;
 - iii. Practice of multidisciplinary-interdisciplinary approach to patient care;
 - iv. Good patient satisfaction results;
 - v. Participation in all activities pertinent to the Z Benefits such as, but not limited to, conduct of policy reviews, field validation, enhancement of systems and yearly audits
- 3. Contracts shall be automatically terminated when the HCI has not provided the Z benefit package it was contracted for, in: at least one (1) year.

VII. MONITORING

All contracted HCIs shall be subject to the monitoring rules of PhilHealth as stipulated in their Performance commitment and in their Z benefit Contract for Provision of Specialized care.

The Standards and Monitoring Department through the PhilHealth Regional Offices shall employ the process and monitoring and quality assessment tools provided in the Health Care Provider Performance Assessment System (HCP PAS) as appropriate and applicable.

VIII. REPEALING CLAUSE

All provisions of previous issuances that are inconsistent with any provisions of this circular are hereby amended/modified/or repealed accordingly.

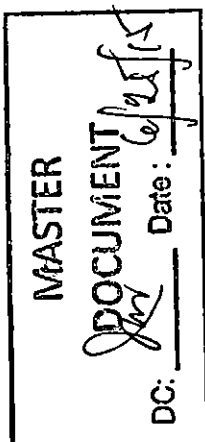
IX. SEPARABILITY CLAUSE

In the event that a part or provision of this Circular is declared unauthorized or rendered invalid by any Court of Law or competent authority, those provisions not affected by such declaration shall remain valid and effective.

X. ANNEXES

The following annexes are downloadable in the PhilHealth website

- A. Definition of Terms
- B. Standards for specific Benefit Package
 - B1. Standards for End Stage Renal Disease Eligible for Kidney Transplant (Low Risk)
 - B2. Standards for Early Stage Breast Cancer (Stage 0 to III A),
 - B3. Standards for the Closure of Ventricular Septal Defect (VSD) and Total Correction of Tetralogy of Fallot TOF
 - B4. Standards for the Z MORPH (Z benefits rate for the Mobility, Orthosis, Rehabilitation, Prosthesis Help)

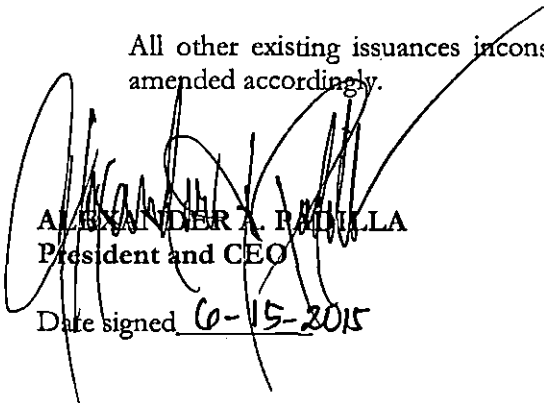


XI. EFFECTIVITY:

This circular shall take effect fifteen (15) days from publication in an official gazette or any newspaper of general circulation. This shall also apply to all applications for participation that are still on process upon the effective date of this circular.

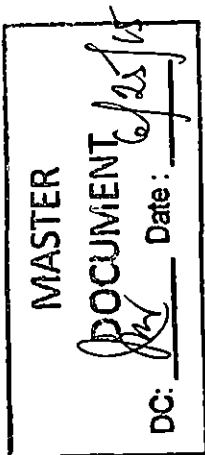
All PhilHealth Offices through the Public Affairs Department, Public and Media Affairs Units and Health Care Delivery and Management Divisions of the PROs shall ensure appropriate and massive information campaign efforts regarding this issuance.

All other existing issuances inconsistent with this circular are hereby repealed and/or amended accordingly.


ALEXANDER A. RADILLA
President and CEO

Date signed 6-15-2015

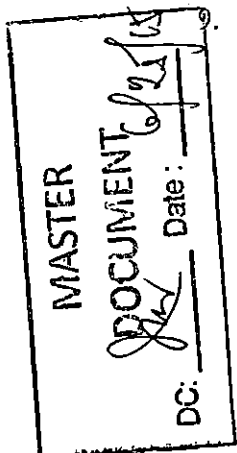
SUBJECT : GUIDELINES FOR CONTRACTING HEALTHCARE INSTITUTION AS Z BENEFIT PACKAGES PROVIDER



ANNEX A

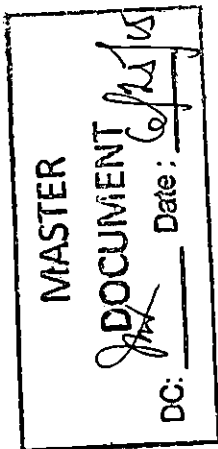
DEFINITION OF TERMS

1. **Contracting** – is a purchasing mechanism used to acquire a specified services, of a defined quantity and quality, at an agreed-on-price, from a specific provider, for a specified period. Contracting is an ongoing relationship supported by a contractual agreement.
2. **Accreditation** - A process whereby the qualifications and capabilities of health care providers are verified in accordance with the guidelines, standards and procedures set by the Corporation for the purpose of conferring them the privilege of participating in the Program and assuring that health care services rendered by them are of desired and expected quality. Accreditation encompasses licensing or certification, or pre-accreditation survey, as applicable, and their Participation in the Program.
3. **"Pre-Contracting Survey" (PCS)** - is a process of assessing and evaluating the compliance of health care institution with standards set by the Corporation in providing specialized care services (Z Benefit Packages) to NHIP members and their dependents.
4. **Case Type Z Benefit Packages**– any illness as a primary condition that is life or limb – threatening and requires prolonged hospitalization, extremely expensive therapies or other care that would deplete one’s financial resources, unless covered by special health insurance policies.
5. **Contracted Health Care Institution** – any accredited health care institution that enters into a contract PhilHealth for specialized care.
6. **Clinical practice Guidelines (CPG)** – systematically developed statements based on best evidence, intended to assist practitioners in making decisions about appropriate management of specific clinical conditions or diseases.
7. **Clinical Pathway** - A clinical pathway is a method for the patient-care management of a well-defined group of patients during a well-defined period of time. A clinical pathway explicitly states the goals and key elements of care based on Evidence Based Medicine (EBM) guidelines, best practice and patient expectations by facilitating the communication, coordinating roles and sequencing the activities of the multidisciplinary care team, patients and their relatives; by documenting, monitoring and evaluating variances; and by providing the necessary resources and outcomes. The aim of a clinical pathway is to improve the quality of care, reduce risks, increase patient satisfaction and increase the efficiency in the use of resources. ¹
8. **Reference Health Care Institution** - is a contracted hospital (as defined) that shall provide technical and administrative services to other contracted hospitals, such as but not limited to, costing and procurement of agreed mandatory services, and setting standards of care.
9. **No Balance Billing (NBB) Policy**- shall mean no other fees or expenses shall be charged to or paid for by the PhilHealth Sponsored /Indigent / Kasambahay Program members and/or their dependents above and beyond the packaged rates.



10. **Pre-authorization** - is an approval process by PhilHealth that gives the contracted hospital the information that the member has passed the eligibility and minimum clinical selections criteria required for availment of the case type Z benefit

SUBJECT : GUIDELINES FOR CONTRACTING HEALTHCARE INSTITUTION AS Z BENEFIT PACKAGES PROVIDER



Standards for Contracting of Z benefit Package for Kidney Transplant Providers**A. 1 Hospital Accreditation**

- 1.1 The HCI shall have an updated DOH Certificate of Accreditation as a Kidney Transplant facility (valid for three years)
- 1.2 The HCI shall have an updated PhilHealth Accreditation

B. In addition, the contracted HCI shall comply with the following:**2 Minimum Service Capability**

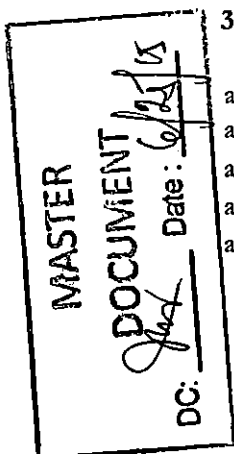
- 2.1 Required mandatory services as stated in PhilHealth Circular 30 s. 2012
- 2.2 Patient education and family support activities
 - a. Educational materials available for patients and their family/caregivers
 - b. conduct advocacy programs/ seminars at least quarterly
 - c. Conducts a Z Benefit recipient and donor activity annually (e.g. patient education forum)
- 2.3 Ancillary Services
 - a. Basic laboratory for mandatory tests
 - b. routine x-ray machine
 - c. ultrasound doppler
 - d. CT Scan
 - e. renal biopsy (needle)
 - f. Access to full panel of diagnostic bacterial, fungal, and viral studies
 - g. Portable x-ray machine available for ICU/PACU
 - h. Echocardiography with adult transducers
 - i. Echocardiography with pediatric transducers
 - j. preferably with transesophageal transducer
- 2.4 Infection control Services
 - a. Step-down unit with private or at least semi-private rooms separate from contaminated or infected areas
 - b. Preferably with institutional antibiotic protocol
- 2.5 Deceased Organ Donor Program
 - a. Deceased organ donor program in place
 - b. Should refer at least six potential deceased solid organ donors per year to PhilNOs in the last calendar year (for renewal of contract only)

3 Technical Standards**3.1 General Infrastructure**

- a. Special recovery room for transplant recipient (single room, positive pressure with Hepa filter)
- b. Isolation room
- c. Adequate auditory and visual privacy
- d. Adequate space tto allow safe movement around the patient bed

3.2 Physical Facilities/ Equipment / Supplies

- a. OR Equipment
 - a.1 Ventilator
 - a.2 Multi-parameter cardiac monitor with invasive monitoring function (at least 1)
 - a.3 Syringe pump (at least 4)
 - a.4 Thermal blanket
 - a.5 Patient's control anesthesia machine



- b. Pharmacy
 - b.1 Provision for general and regional anesthesia medications
 - b.2 Emergency cart
 - b.3 Pain control medications
 - b.4 perfusion solution for deceased organ donation
 - b.5 Basiliximab
 - b.6 rabbit antithymocyte globulin
 - b.7 Methylprednisolone
 - b.8 Cyclosporin
 - b.9 Mycophenolate mofetil
 - b.10 Mycophenolate sodium
 - b.11 Tacrolimus
 - b.12 Everolimus
 - b.13 Sirolimus
 - b.14 Prednisone (oral)
 - b.15 IV immunoglobulin
 - b.16 Rituximab
- 3.3 Human Resource**
 - a. The HCI shall have a multidisciplinary team with the following characteristics
 - a.1 All doctors in the team shall have active PhilHealth accreditation
 - a.2 Pulmonary disease specialist certified by the Philippine College of Chest Physician or the Philippine Academy of Pediatric Pulmonologists, as applicable
 - a.3 Pediatric counterpart of specialists for adults, as applicable:
 - i. A pediatric nephrologist certified by the Pediatric Nephrologist Society of the Phil.
 - ii. A pediatric cardiovascular specialist certified by the Philippine Academy of Pediatric Cardiology
 - a.4 Infectious disease specialist
 - a.5 OR nurse (minimum of 4) with the following qualifications:
 - i. exposure to at least 20 transplant procedures
 - ii. valid advance and basic life support certification
 - iii. ORNAP member in good standing
 - iv. At least level III certified Nurse Certification Program of the DOH
 - a.6 Transplant Coordinator with the following qualifications
 - i. Preferably a degree holder of BS in Nursing or a graduate of a 4 year course
 - ii. At least 60 hours of relevant training / administrative/ proficiency/ skills development
 - iii. with experience in public relations
 - iv. eligibility: professional/ board passer
- 4 Clinical Pathway Implementation**
 - a. A dedicated Clinical Pathways Team oversees implementation of program
 - b. Available clinical pathway manual for kidney transplantation
 - c. Must have screening panel to evaluate eligibility of patients for Z-Benefit package (clinical and technical review)
 - d. Approved Clinical Pathway forms used as official patient record
 - e. Performs variance studies

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5 QUALITY ASSURANCE ACTIVITIES

Z BENEFIT PROGRAM IMPLEMENTATION

- a. full awareness of the PhilHealth Z Benefit Program including no balance billing (NBB) and fixed co payments
- b. Submit outcomes evaluation for renewal of contract
- c. Mortality rate (recipient and donor)
- d. Morbidity rate (recipient and donor)
- e. Length of hospital stay (recipient and donor)
- f. Acute rejection rates
- g. Graft loss and Graft nephrectomy
- h. renal function at one year and annually
- i. donor outcomes annually (survival and renal function)



Standards for Contracting of Z benefit Package for Kidney Transplant Providers

Standards for Contracting of Z benefit Package Provider for Breast CA

1 Hospital License and Accreditation

- 1.1 The HCI shall has an updated DOH license
- 1.2 The HCI shall have an updated PhilHealth Accreditation

2 Minimum Service Capability

- 2.1 Mandatory Ancillary Services as stated in PhilHealth Circular 48 s. 2012 OR with a formal referral process to a licensed referral facility
 - a. Pathology Laboratory service/s for mandatory tests
 - i. ERPR HER2neu
 - ii. Histopathology
 - b. Cobalt (with updated license freom PNRI) or linear accelerator facilities
 - c. Radiology facilities
 - i. Mammography
 - ii. Ultrasonography
 - iii.X-ray
 - iv. CT scan
 - d. Biopsy facility
 - i. Ultrasound-guided breast mass biopsy/CNB/excision biopsy
- 2.2 Patient education and family support activities
 - a. Educational materials available for patients and their family/caregivers
 - b. Conduct advocacy programs/ seminars at least quarterly
 - c. Conducts a Z Benefit patient education forum annually

3 Technical Standards

3.1 General Infrastructure

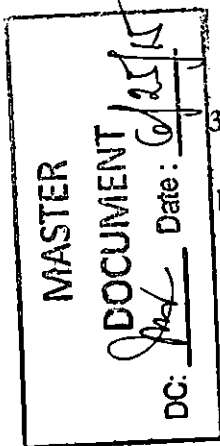
- a. Major operating room
- b. Surgery ward
- c. Facilities for in and out-patient chemotherapy infusion
- d. Conference room for multidisciplinary meeting
- e. Multi-disciplinary out-patient clinics
- f. Adequate signages (entrance, exit and smoking prohibition)

3.2 Physical Facilities/ Equipment / Supplies

- a. OR Equipment
- b. Pharmacy: with the following drugs
 - Tamoxifen
 - Doxorubicin
 - Cyclophosphamide
 - Methotrexate
 - Flourouracil
 - Docetaxel

3.3 Human Resource

- a. The HCI shall have a Multidisciplinary/ interdisciplinary Team:



a.1 Medical Oncologist

i. Fellow of the Philippine Society of Medical Oncology or the Philippine Society of Oncologists or the Molecular Oncology Society of the Philippines; **OR**

Internist trained and certified in a medical oncology training program accredited by PSMO/PSO/MOSP or in an internationally recognized medical oncology training institute

ii. Valid PRC License

iii. Valid PhilHealth Accreditation

a.2 Radiation Oncologist

i. Fellow of the Philippine Radiation Oncology Society ; **OR**

Radiation Oncologist trained and certified in a training institution accredited by the Philippine Radiation Oncology Society or in an internationally recognized radiation oncology training institute

ii. Valid PRC License

iii. Valid PhilHealth Accreditation

a.3 Surgeon

i. Fellow of the Surgical Oncology Society of the Philippines; **OR**

Board certified by the Philippine Board of Surgery (Philippine College of Surgeons) and certified in Breast Surgery, trained in a PCS accredited Surgical Oncology Training Program or in an internationally recognized institute (with skill in ultrasound-guided biopsy, vacuum-assisted aspiration, breast conservation, radical breast surgery, and sentinel lymph node biopsy) ; **OR**

With at least 1 General Surgeon consultant who is BOTH a Fellow of the Philippine Society of General Surgeons AND certified to have officially completed the didactics and hands-on course on in ultrasound-guided biopsy, vacuum-assisted aspiration, breast conservation, radical breast surgery, and sentinel lymph node biopsy by the Philippine College of Surgeons or Surgical Oncology Society of the Philippines

ii. Valid PRC License

iii. Valid PhilHealth Accreditation

a.4 Radiology Consultant

i. Preferably with further training in Breast Ultrasonography/ Mammography)

ii. Valid PRC License

iii. Valid PhilHealth Accreditation

a.5 Pathologist

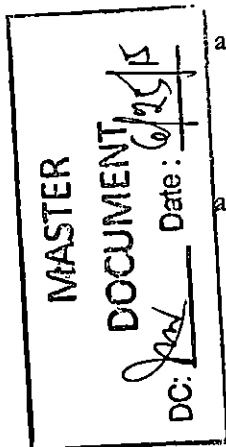
i. preferably with further training in Breast Pathology

ii. Valid PRC License

iii. Valid PhilHealth Accreditation

a.6 Oncology Nurse

i. Certified member of the Philippine Oncology Nurses Association; **OR**



Trained and certified in oncology nursing (minimum requirements: IV therapy, basic oncology, anti-cancer chemotherapy administration) by the Multidisciplinary Oncology Team of the hospital

ii. Valid PRC License

a.7 REHABILITATION/PT/OT

i. Preferably with further training in lymphedema management OR

ii. with a formal referral process to a rehabilitation facility

iii. Valid PRC License

4 QUALITY ASSURANCE ACTIVITIES

Z BENEFIT PROGRAM IMPLEMENTATION

4.1 full awareness of the PhilHealth Z Benefit Program including No Balance Billing (NBB) and fixed co payments

4.2 Submit outcomes evaluation, such as, but not limited to the following, during renewal of contract

a. Mortality rate

b. Morbidity rate

c. Length of hospital stay

d. Recurrence rate

e. 2, 3 and 5 year survival rates (hopefully aim for at least 60% cure rates)



Standards for Contracting of Z benefit Package for the Closure of VSD and TOF

1 Hospital License and Accreditation

- 1.1 The HCI shall has an updated DOH license
- 1.2 The HCI shall have an updated PhilHealth Accreditation

2 Minimum Service Capability

- 2.1 Required mandatory services as provided in PhilHealth Circular 30 s. 2012
- 2.2 Cardiovascular surgery capable
- 2.3 Cardiac rehabilitation
- 2.4 Basic laboratory for mandatory tests
 - a. 2D echocardiogram machine with pediatric echocardiographer
 - b. Basic Laboratory services
- 2.5 Infection control Services
 - a. Step-down unit with private or at least semi-private rooms separate from contaminated or infected areas
 - b. Preferably with institutional antibiotic protocol
 - c. Protocol for Hospital Acquired Infections
- 2.6 Patient education and family support activities
 - a. Educational materials available for patients and their family/caregivers
 - b. Conduct advocacy programs/ seminars at least quarterly

3 Technical Standards

3.1 General Infrastructure

- a. Cardiovascular Operating Room
- b. Intensive Care unit
- c. Private room and semiprivate room accommodations
- d. Dedicated ward accommodations where no infectious disease patients are admitted
- e. Isolation units

3.2 Human Resource

- a. Multidisciplinary Team: all physicians in the MDT shall have active PhilHealth accreditation
- a.1 Cardiovascular Surgeon
 - i. Updated certification from the Phil. Association of Thoracic and Cardiovascular Surgeon, Inc. (PATACSI)
 - ii. with competence for procedure certified and endorsed by Board of PATACSI for procedures applied for
 - iii. Valid PRC License
 - iv. Valid PhilHealth Accreditation
 - v. Updated certification – ACLS provider
- a.2. Pediatric Cardiologist
 - i. Updated certification PPS/PSPC
 - ii. with competence for procedure certified and endorsed by reference hospital/ Board of PSPC
 - iii. Valid PRC License
 - iv. Valid PhilHealth Accreditation
 - v. Updated certification – PALS provider



a.3 Pediatric Intensivist

- i. Updated certification Philippine Pediatric Society (PPS)/Philippine Society of Pediatric Cardiologist (PSPC)
- ii. with competence for procedure certified and endorsed by reference hospital/ Board of PSPC
- iii. Valid PRC License
- iv. Valid PhilHealth Accreditation
- v. Updated certification on Pediatric Advance Life Support

a.4 Nurse with Specialty Training

- i. Completed training in nursing intensive or critical care program
- ii. Completed observership at a surgical ICU
- iii. Valid PRC License
- iv. Updated certification from Critical Care Nurses Association of the Phils. (CCNAPI)
- v. Updated certification in Basic Life Support/ Pediatric Advance Life Support (PALS)

a.5 Perfusionist

- i. Have completed training Perfusionist program with special population-paediatrics 1 year old and above
- ii. Valid PRC License
- iii. Updated certification in Perfusionist training
- v. Updated certification in BLS

4. **QUALITY ASSURANCE ACTIVITIES**
Z BENEFIT PROGRAM IMPLEMENTATION

- 4.1 full awareness of the PhilHealth Z Benefit Program including no balance billing (NBB) and fixed co payments
- 4.2 Submit outcomes evaluation, such as, but not limited to the following, during renewal of contract
 - a. Mortality rate
 - b. Morbidity rate
 - c. Length of hospital stay
 - d. Recurrence rate
 - e. 2, 3 and 5 year survival rates



ANNEX B.4

Standards for Contracting of Z Benefit Package for Z MORPH

1 Hospital License and Accreditation

- 1.1 The HCI has an updated DOH license
- 1.2 The HCI has an updated PhilHealth Accreditation

In addition, the contracted HCI shall comply with the following:

2 Minimum Service Capability

- 2.1 Mandatory Ancillary Services as stated in PhilHealth Circular 19 s. 2013 **OR** with a formal referral process to a referral facility
- 2.2 Patient education and family support activities
 - a. Educational materials available for patients and their family/caregiver
 - b. Conduct advocacy programs/ seminars at least annually
- 2.3 Availability of rehabilitation services (rehabilitation medicine doctor, physical therapist, occupational therapist)

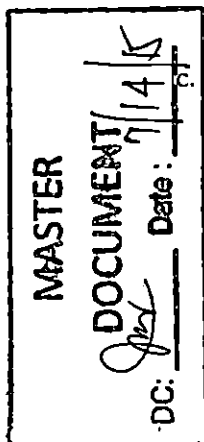
3 Technical Standards

3.1 General Infrastructure

- a. Dedicated **Prosthetic/ Orthotic Work Shop** area, minimum 60 sq. meters floor area, containing the following:
 - i. Oven
 - ii. Work table for preparation of the prosthesis
 - iii. Vacuum system with lamination table
- b. Multi-disciplinary out-patient clinic
- c. Ventilation/exhaust system
- d. Adequate power source
- e. Adequate water supply
- f. Toilet
- g. Wash area
- e. Adequate signages (entrance, exit and smoking prohibition)
- f. Conference room for MDT meetings
- g. Store room

3.2 Equipment/ Supplies

- a. Supplies
 - i. Plaster of Paris
 - ii. Bandage Rolls
- b. Personal Protective Equipment (PPE)
 - i. Goggles
 - ii. Industrial Masks
 - iii. Apron
 - iv. Gloves
- c. Utilities
 - i. Fire extinguisher



- ii. First aid kit
- d. Waste segregation system
- e. Accessibility
- i. Ramps

4 Human Resource

The HCI shall have a multi-disciplinary/ interdisciplinary team (MDT) with the following:

- a. Rehabilitation Medicine Doctor
 - i. Diplomate, Philippine Board of Rehabilitation Medicine
 - ii. Underwent training / orientation for prosthetic and orthotic assessment and prescription
 - iii. Valid PRC License
 - iv. Valid PhilHealth Accreditation
- b. Physical Therapist (at least 1)
 - i. Valid PRC License (PTRP)
 - ii. Underwent training/orientation for prosthetic and orthotic assessment and prescription
- c. Occupational therapist (at least 1)
 - i. Valid PRC License (OTRP)
 - ii. Underwent training/orientation for prosthetic and orthotic assessment and prescription
- d. Prosthetist/orthotist (at least 1)
 - Category 1 or 2 prosthetist/orthotist Certified by the International Society of Prosthetics and Orthotics (ISPO) -
- e. Z Benefit Coordinator (At Least 1)
 - i. With skills in use of Microsoft Office
 - ii. With experience in public relations
 - iii. With organizational skills
 - iv. At least vocational graduate

5 Z-Benefit Program Implementation

- a. Process flow for the provision of the services for Z MORPH available
- b. With full awareness of the PhilHealth Z Benefit Program including no balance billing (NBB) and Fixed Co Payment
- c. Submits outcomes evaluation, including untoward incidence (e.g. accidents, patient's non-compliance to instructions)
- d. Patient record indicating status of device provided in terms of: alignment, fit, comfort, function and after care

Standards for Accreditation of Z Benefit Package for Z MORPH

