

TAMANG SAGOT

PhilHealth Circular 2018-0002

Department of Health License to Operate (DOH-LTO) as a Mandatory Requirement For Accreditation of Birthing Homes and Maternity/Lying-in Clinics Starting CY 2018

1. What are the documentary requirements for accreditation of birthing homes/lying-in/maternity clinics?

If the health facility is applying **for initial** accreditation, the following are required:

- a. Valid and updated license to operate (LTO) from the Department of Health
- b. Signed performance commitment (Annex A of PhilHealth Circular 2015-037)
- c. Properly accomplished provider data record (PDR)
- d. Accreditation fee (Php 1,500.00)
- e. Copy of updated Certificate as Newborn Screening Facility
- f. Copy of updated Certificate as Newborn Hearing Screening Facility or Memorandum of Agreement with a certified facility (if applicable)
- g. Electronic copies of recent photos of the facility including the interior and outside surroundings, completely labeled with the name of the facility and date taken
- h. Location Map
- i. Statement of intent- applies only if the facility is applying for initial accreditation during the fourth quarter of the current year and prefers that the start of its accreditation will be January 1 of the succeeding year. It shall already pay for accreditation fee for the succeeding year. The birthing facility must ensure that its DOH license to operate for the succeeding year is submitted within the prescribed period otherwise, the accreditation will be withdrawn and the facility has to apply for re-accreditation.

If the facility is applying **for renewal**/continuous accreditation, the following are required:

- a. Valid LTO from Department of Health
- b. Signed performance commitment
- c. Properly accomplished Provider Data Record (PDR)
- d. Accreditation fee (Php 1,500.00)
- e. Copy of updated Certificate as Newborn Screening Facility
- f. Copy of updated Certificate as Newborn Hearing Screening Facility or Memorandum of Agreement with a certified facility (if applicable)
- g. Latest audited financial statement (submit on or before June 30 of the succeeding accreditation cycle)

Note: except for audited financial statement, these documents for renewal must be submitted on or before January 1 to 31 of the succeeding year.

Also, if the facilities are providing family planning services such as IUD insertion and sub-dermal implant, training certificates of their professional staff must be submitted.

2. What are the changes in the documentary requirements from the previous circular?

The requirements for accreditation were listed in PhilHealth Circular (PC) 54, s-2012 (Provider Engagement Through Accreditation and Contracting For Health Services). However, since some of them were already included in the standards for issuance of Department of Health's License to Operate, they are no longer required to be submitted to PhilHealth.

The table below compares the documentary requirements based on PC 54, s-2012 and this Circular (PC 2018-002).

PhilHealth Documentary Requirements based on PC 54, s-2012	DOH LTO Requirements Annex C AO 2012-0012 (Revision 06)	PhilHealth Documentary Requirements (as revised) based on PC 2018-002
-	-	Valid DOH License to Operate
Performance commitment	-	Performance commitment
Provider profile	-	Provider data record
Participation Fee	-	Participation/Accreditation Fee
Audited financial statement	-	Audited financial statement (for renewal only)
Photo of facility	-	Photo of facility (for initial only)
Statement of intent (if applicable)	-	Statement of intent (if applicable)
Certificate of Compliance as Basic Emergency for Obstetrics and Newborn Care Facility (BEmONC) *for automatic accreditation	-	-
Certificate as Newborn Screening Facility	Certificate as Newborn Screening Facility	Certificate as Newborn Screening Facility
-	-	Certificate as Newborn Hearing Screening Facility or MOA with certified center (if applicable)
Applicable Referral System Memorandum of Agreement (MOA) with at least a level 1 hospital or MOA with specialist physicians (for mother and baby) or MOA with BEmONC CEmONC Network	If facility is attended to by a midwife or nurse: MOA with Obstetrician and Pediatrician or General Practitioner trained on BEmONC	PhilHealth shall check that all professionals affiliated in the facility including referring physicians are PhilHealth-accredited.
Location map	-	Location map
Business permit (for private)	Business permit (for private)	-

3. Is there a need for the professional to submit a proof of referral to partner physicians?

Yes. A Memorandum of Agreement (MOA) with an Obstetrician and/or pediatrician is among the requirements of DOH LTO as listed in Annex C of DOH AO 2012-0012 (Attachment A of this publication). PhilHealth will also validate whether the physicians in the MOA are PhiHealth-accredited.

4. Why does PhilHealth require that the Certificate as Newborn Screening (NBS) facility be submitted even if it is already being required by DOH prior to licensing?

PhilHealth covers newborn screening test through its Newborn Care Package. By asking for an updated certificate, it is just ensuring that the facility is an active NBS facility and can provide NBS testing.

5. Where and when can they submit the requirements for accreditation?

The requirements shall be submitted to the nearest PhilHealth Office (Regional Office or Local Health Insurance Office). The facility may apply for initial accreditation anytime. However, for renewal/continuous accreditation, the documents should be submitted within January 1 to 31 of the succeeding year.

It is reiterated that accreditation of birthing homes (regardless of the starting date) is valid only until December 31 of the current year. The facility should apply for renewal/continuous accreditation by January of the following year.

6. Will the facility be visited by PhilHealth representatives for pre-accreditation survey?

There will be pre-accreditation survey for facilities applying for initial accreditation and for those that are for re-accreditation due to gap and transfer of location.

7. How about the monitoring?

The visits of PhilHealth representatives to the facilities that are already accredited will be mainly due to monitoring. The monitoring of facility is anchored on PhilHealth's Health Care Provider Performance Assessment System. The measures of performance are based on quality care, patient satisfaction, financial risk prevention and fraud prevention.

To align with the DOH licensing requirement, PhilHealth shall also use the list on Annex C of DOH AO 2012-0012 in monitoring of facility's inputs and processes.