

TAMANG SAGOT

PhilHealth Circular No.2018 - 0005

Guidelines for Accreditation of Free-Standing Family Planning (FP) Clinics

1. What are Free-Standing Family Planning (FP) Clinics?

These are health facilities that provide modern family planning services such as contraceptive pills and injectables, natural FP methods, contraceptive implants, intrauterine device (IUD) and no-scalpel vasectomy. They have a Certificate of Compliance from the Department of Health (DOH) as defined in DOH Administrative Order 2017-002.

To increase access of PhilHealth members especially women to health services that will improve their health, well-being and eventually their pregnancy outcome in the future, PhilHealth shall engage these facilities to provide benefit packages for family planning.

2. If my facility will be PhilHealth-accredited as Free-Standing Family Planning Clinics, what are the PhilHealth benefit packages that I could provide?

A PhilHealth-accredited Free-Standing Family Planning Clinic is qualified to provide and claim for the following benefit packages:

- Insertion of Intrauterine Device (IUD) (Package Code: 58300)
- Subdermal contraceptive implant (Package Code: FP001)
- No-scalpel vasectomy (Package Code: 55250)

2. How will a facility obtain a Certificate of Compliance as Free-Standing FP Clinic from the Department of Health?

The policies and procedures of DOH certification are defined in the DOH AO 2017-002. The facility must have complied with the standards provided in the said policy. After validation by the DOH Regional Office, a Certificate of Compliance shall be issued.

3. What are the requirements for accreditation of these Free-standing FP Clinics?

The following are the requirements for accreditation:

For initial accreditation, the facility will have to submit the following requirements:

- Valid Certificate of Compliance as Free-Standing Family Planning Clinic from Department of Health Regional Office;
- Signed and notarized Performance Commitment;
- Accomplished Provider Data Record (PDR);
- Accreditation fee of Php 1,500.00;
- Statement of Intent (SOI) if applicable;

- Electronic copies (in JPEG Format) of recent photographs of the facility, both the interior and exterior surroundings, with each picture completely labeled with the name of the facility and date taken; and
- Location map.

For renewal of accreditation, the facility will have to submit the following during the prescribed filing period (every January 1 to 31 of the succeeding year):

- Valid Certificate of Compliance as Free-Standing Family Planning Clinic from Department of Health Regional Office;
- Signed performance commitment;
- Accomplished Provider Data Record;
- Accreditation fee (Php 1,500.00); and
- Latest audited financial statement (to be submitted on or before June 30 of the succeeding accreditation cycle).

Also, Free-standing FP Clinics whose Certificates of Compliance are about to expire in the middle of the accreditation period have to submit to the nearest PhilHealth Office an updated certificate 60 days before the expiration date.

4. What are the other health care institutions that are qualified to provide family planning related benefit packages?

The following accredited HCIs are qualified to provide family planning benefit packages (subject to additional requirements particularly training):

Health Care Institutions	Benefit Packages
Hospitals and Ambulatory Surgical Clinics	Bilateral Tubal Ligation (58600)
	IUD insertion (58300)
	Subdermal Contraceptive Implant (FP001)
	Vasectomy (55250)
Primary Care Facilities - Infirmaries/Dispensaries	IUD insertion (58300)
	Subdermal Contraceptive Implant (FP001)
	No-Scalpel Vasectomy (55250)
Birthing Homes/Lying-in Clinics	IUD insertion (58300)
	Subdermal Contraceptive Implant (FP001)
Rural Health Units/Centers that are PCB1 Providers	IUD insertion (58300)
	No Scalpel Vasectomy (55250)

5. If the facility is already PhilHealth accredited as birthing home, does it have to apply for a separate accreditation to provide benefit packages for family planning?

If the birthing home only intends to provide services for IUD insertion and subdermal contraceptive implant (aside from normal deliveries and newborn care), there is no need to apply for a separate accreditation as these packages are already being paid in birthing homes.

However, if the facility intends to perform no-scalpel vasectomy, then it has to apply for a separate

accreditation as FP Clinic.

6. If the facility is a Rural Health Unit/Center (RHU/HC) that is already accredited as Primary Care Benefit Provider, does it have to apply for a separate accreditation to provide benefit packages for family planning?

There is no need to apply for a separate accreditation. IUD insertion and vasectomy are already being reimbursed in these facilities. However, RHUs/HCs are not yet included among those facilities that can be paid for subdermal implant package because the policy that defines the reimbursement of this package (PhilHealth Circular No. 38-2015) has yet to be amended.

7. Who are the health professionals that can practice in these facilities and are qualified to provide and claim for these services?

The following health care professionals are qualified to provide services and claim from PhilHealth:

- Physicians
- Midwives
- Nurses

However, only physicians could perform and be reimbursed for vasectomy.

8. What are the requirements for accreditation of professionals?

For accreditation of the professionals, the following documents are required:

- Properly accomplished Provider Data Record (PDR);
- Signed Performance Commitment;
- Valid license from the Professional Regulations Commission (PRC);
- Two (2) pieces of “1 x1 “ photograph;
- Proof of payment of premium contributions (as members);
- Certificate of good standing from Philippine Medical Association (for physicians);
- Certificate of residency training (for physicians, if applicable);
- Certificate from specialty board (for physicians, if applicable); and
- Certificates of training from DOH recognized trainers as shown on the Table 1 below:

Table 1. Training requirements for health care professionals providing FP services

Professional Providers	Procedure	Certificate of Training to Submit
Physicians	Non- Scalpel Vasectomy (NSV)	Training on NSV (for physicians in rural health units/centers)
	IUD insertion as first case rate	None
	Subdermal Contraceptive Implant Package	Certificate of Training on Subdermal Implant Insertion and Removal

Professional Providers	Procedure	Certificate of Training to Submit
Midwives	IUD insertion as first case rate	Family Planning Competency Based Training (FPCBT) Level 2 or Comprehensive Family Planning Course
	Subdermal Contraceptive Implant Package	Certificate of Training on Subdermal Implant Insertion and Removal
Nurses	IUD insertion	Family Planning Competency Based Training (FPCBT) Level 2 or Comprehensive Family Planning Course
	Subdermal Contraceptive Implant Package	Certificate of Training on Subdermal Implant Insertion and Removal

9. If I am already a PhilHealth-accredited health care professional, do I have to apply for a separate accreditation as FP provider?

No. There is no need to apply for a separate accreditation. However, you have to submit your certificates of training (see Table 1 above) from DOH recognized trainers.

10. If I am accredited as nurse with training on FP, and affiliated with birthing homes and/or RHUs, may I be reimbursed for FP procedures?

Yes. You may be reimbursed for FP procedures. However, if you intend to provide and claim for maternity care services, you have to comply with the requirements for accreditation of nurses as providers of maternal and child health services which is provided in PhilHealth Circular 2017-0023.

11. Where should I submit the documents for application/renewal of accreditation?

You may submit the documents to the nearest PhilHealth Office. The locations of these offices may be found on PhilHealth website (https://www.philhealth.gov.ph/about_us/map/regional.htm).

12. Are there other related PhilHealth policies that a newly (or prospective) accredited health care provider should know?

PhilHealth has issued several policies related to accreditation and claims filing that also apply to Free-standing FP Clinics to wit:

- No Balance Billing
 - Strengthening the Implementation of No Balance Billing Policy (Revision 2) (PhilHealth Circular 2017-0017)
- Accreditation

- Provider Engagement through Accreditation and Contracting for Health Services (PhilHealth Circular 54, s-2012)
- The New Accreditation Process for Health Care Professionals and Guidelines for Credentialing and Privileging of Professionals (PhilHealth Circular 10, s-2014)
- Accreditation of Nurses for Maternal and Child Health Services (Revision 1) (PhilHealth Circular 2017-0023)
- Monitoring and Evaluation
 - Health Care Provider Assessment System (Revision 1) (PhilHealth Circular 2016-0026)
- Claims Processing and Payment
 - Enhanced Health Care Institution Portal (formerly known as Institutional Health Care Provider Portal (PhilHealth Circular 002-2014)
 - Full Implementation of Electronic Claims System (PhilHealth Circular 2016-0016)
 - Implementation of Auto-Credit Payment Scheme (ACPS) to All Health Care Institutions (PhilHealth Circular 2017-0020)
 - Submission of Statement of Account (SOA) or its Equivalent for All Case Rates Claims Reimbursement(Revision 1) (PhiHealth Circular 2017-0014)

We encourage you to regularly visit our website: www.philhealth.gov.ph where we post all our circulars, advisories and news. You can also download PhilHealth Forms that you need to fill-out for accreditation.

13. When is the Circular effective?

PhilHealth Circular 2018-005 takes effect after 15 days following its publication in a newspaper of general, nationwide circulation.