

TAMANG SAGOT

PhilHealth Circular No. 2018 - 006

Guidelines on the Use of Electronic Collection Reporting System (ECRS)

1. What is the Objective of this Circular?

This Circular is issued to provide guidance to Accredited Collecting Agents (ACAs) on the use of the Electronic Collection Reporting System (ECRS).

2. What is the scope of this Circular?

This Circular shall cover the Accredited Collecting Agents (ACAs) submitting per day abstract collection report (RF2) in textfile format.

3. What is ECRS?

The Electronic Collection Reporting System (ECRS) is a web-based application system that allows the ACA to upload daily the RF2 in textfile format and ensure efficient and timely posting of payments of members/ employers in order that the members can easily avail the PhilHealth benefits.

4. What is NDA?

A **Non-Disclosure Agreement (NDA)** is a signed unilateral type of document expressly concurring to the non-disclosure/confidentiality policies and to the provision and acceptable use of digital certificate issued by PhilHealth.

5. What is a Digital Certificate?

A Digital Certificate is an electronic "passport" that allows a person, computer or organization to exchange information securely over the Internet through public key infrastructure. It primarily contains electronic credential/information for asserting the identity of certain entities or devices. A Digital Certificate is essentially used for security purposes, i.e. to encrypt online data/information for communication.

6. How can ACAs access the ECRS?

Upon issuance of a signed and notarized Non-Disclosure Agreement and Digital Certificate, the ACA can access the ECRS by following this procedure:

- The user shall clear the cache of the web browser. Make sure that no other application is running to avoid division of bandwidth among applications during the uploading process.
- The user shall access the ECRS using the link, <http://ecrs-svr/> or through the PhilHealth website, www.philhealth.gov.ph.
- The user shall log-in to ECRS using the user account granted by PhilHealth.

7. In case there is deficiency in the uploaded file, what will the user click?

For uploaded RF2 with deficiencies, user shall click the Download Files with Deficiencies button and save the file for correction.

8. What message will prompt the user once uploading of the RF2 is successful?

If uploading is successful, the user will see the message “Uploading Successful with Document Control Number xxxxxxxxxx.”