TAMANG SAGOT

PhilHealth Circular No. 2018-0015

Guidelines on the Use of Electronic Collection Reporting System (ECRS) (Revision 1)

1. **What is ECRS?**

   The Electronic Collection Reporting System (ECRS) is a web-based application system that allows the Accredited Collecting Agents (ACA) to upload daily the RF2 in textfile format.

2. **Who shall use the ECRS?**

   All ACAs with over-the-counter collection scheme.

3. **What are the requirements in ECRS?**

   The ACA shall:
   a. Submit the completed and signed copies of the Non-Disclosure Agreement (NDA);
   b. Submit the completed and signed PhilHealth Online Access Form (POAF);
   c. Copy of the company ID of their nominated user/s; and
   d. Attend the Orientation on the Use of ECRS.

4. **Who shall sign the NDA?**

   The Executive Officer of the ACA or its authorized signatories shall sign the NDA.

5. **What shall the user do prior to log-in or access to ECRS?**

   The user shall clear the cache of the web browser and make sure that no other application is running to avoid division of bandwidth among applications.

6. **What shall the user do upon logged-in to ECRS for the first time?**

   The user shall change the default password provided by PhilHealth immediately upon logged-in to ECRS.

7. **Is there a limitation in the number of users?**

   There is no limitation on the number of user. The ACA can nominate more than one (1) user and shall provide individual POAF for every user.