

- C. **Abstract Collection Report (RF2)** – a detailed report of all transacted premium collections by ACA for a given period.
- D. **Non-Disclosure Agreement (NDA)** – a signed unilateral type of *agreement* expressly concurring to the non-disclosure/confidentiality policies and on the provision and acceptable use of digital certificate issued by PhilHealth.
- E. **PhilHealth Online Application Form (POAF)** – *is the application form that is manually filled out, and then submitted to PhilHealth, by an external client for the purpose of being given online access to the application system of PhilHealth. It contains, among others, the client's name, PhilHealth Employer's Number (PEN), business address: name, position, signature, and e-mail address of the head of office, as well as the user's name, position, email address and mobile number.*
- F. **Bank Routing Symbol Transit Number (BRSTN)** – the popular term for a Bank Identifier Code (BIC) used among banks in the Philippines to transfer funds. It is a nine-digit code identifying your country, city, and bank.
- G. **Branch Code (BC)** – a unique code not more than nine (9) characters assigned by PhilHealth for the branch of *a venue of payment* in lieu/absence of the BRSTN.
- H. **Statement of Premium Account (SPA)** – a form with payment details generated by employers through their own accounts in the Electronic Premium Remittance System (EPRS).
- I. **PhilHealth Agents Receipt (PAR)** – a sequentially-numbered accountable form/receipt for issuance by the ACA upon acceptance of payment for premium contribution made over-the-counter (OTC) by the paying member/payor.

V. GENERAL GUIDELINES

To support the National Health Insurance Program in providing the members access to quality health care services through proper and timely reporting and posting of premium contributions of members, the use of Electronic Collection Reporting System (ECRS) shall be mandated.

In line with the above, all ACAs are advised to adhere to this Circular and observe the following:

A. Request for access to ECRS

1. The ACA shall secure *copies* of the Non-Disclosure Agreement (NDA) (*attached as Annex A*) and blank PhilHealth Online Access Form (POAF) (*attached as Annex B*) from PhilHealth to be *completed* and signed by the *Executive Officer* of the ACA or its authorized signatories.
2. The ACA shall submit the *completed and signed NDA and POAF* to PhilHealth together with the *copy of the company identification (ID) card of their nominated user*. The ACA can nominate more than one (1) user and shall provide individual POAF for every user.
3. The ACA shall attend the *Orientation on the Use of ECRS to be conducted by PhilHealth*.

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4. *The ACA shall receive from PhilHealth the following documents and requirements regarding access to ECRS:*
 - a. *Notarized NDA*
 - b. *Guidelines in using the ECRS*
 - c. *Link to ECRS*
 - d. *User account and default password in ECRS*
5. *The ACA shall regularly update PhilHealth the list of users and their details whenever possible and needed. Any additional or new user in ECRS is required to submit to PhilHealth a completed and signed POAF together with a copy of the company ID of the user.*

B. *Access the ECRS*

1. *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.*
2. *The user shall access the ECRS using the link provided by PhilHealth, or through the PhilHealth website, www.philhealth.gov.ph.*
3. *The user shall log-in to ECRS using the user account and password. The default password provided by PhilHealth should be changed immediately upon logged-in to ECRS.*
4. *Any error encountered in logging-in and accessing the ECRS shall be reported immediately to PhilHealth for appropriate action.*

C. *Upload daily the RF2 to ECRS*

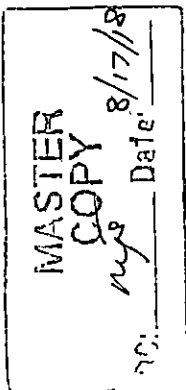
1. *Upon logged-in to ECRS, the user shall click the **RF2 File** under the Uploading. Then, click the **Select File** button to search and select the RF2 to be uploaded.*
2. *The user shall ensure the following details in the RF2 to be uploaded to avoid errors or deficient file during uploading:*
 - a. *The file format of the RF2 should be in accordance with the prescribed textfile format provided by PhilHealth.*
 - b. *The ACA code and ACA acronym are matched in the data library of PhilHealth.*
 - c. *The Bank Routing Symbol Transit Number (BRSTN)/Branch Code (BC) used is/are active and matched in the data library of PhilHealth.*
 - d. *Only one transaction date is used.*
 - e. *No blank field/column, except if SPA Number is provided under the Payor's Name, Member Type and Applicable Period are allowed to be blank.*
 - f. *SPA Number should be provided under the Payor's Name for employer payments.*
 - g. *SPA Number should be valid and unique, and must compose of the prefix SPA+12 digit.*
 - h. *PhilHealth Number must be 12-digit and compliant with the PIN algorithm/PhilHealth Number convention.*

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- i. Member Types shall be P, G, V, I, S, F, L, H, K, E, M, D or Q only.
 - j. Applicable period must not be less than January 1997 and not more than five (5) years from the current year.
 - k. If ACA is issuing PhilHealth Agents Receipt (PAR), PAR Number should start with 3 and consist of 9 digits, and within the series number of PARs distributed to the ACA branch. *For non-PAR ACAs, receipt number should be unique and shall not exceed fifteen (15) alphanumeric characters.*
 - l. Transaction Amount should be 0.00 or above.
 - m. If reporting a check payment, drawee bank and check number should be both present.
 - n. No similar or duplicate transaction/s.
3. The user shall *upload* the RF2 *selected by clicking the Upload* button to start the uploading process.
 4. If uploading is successful, the message "Uploading Successful with Document Control Number xxxxxxxxxx" will prompt.
 5. The user shall click the OK button to display the result of the uploading. Otherwise, a remark will prompt for file that was already uploaded or has incurred error. The user must screenshot the message and sends it to PhilHealth through email for record and reference.
 6. For uploaded RF2 with deficiencies, user shall click the Download Files with Deficiencies button and save the RF2 file for correction.
 7. *Any error encountered in the process of uploading the RF2 to ECRS shall be reported immediately to PhilHealth for appropriate action.*
 8. The user shall log-out for every completed activity.

D. *Submit the corrected RF2 file.*

1. The user shall open the downloaded RF2 file *for correction* to see and check the error/deficiency remark in the rightmost column of the file.
2. The user shall correct the error or complete the deficiency in the RF2 file without deleting *or* adding a transaction.
3. The user shall access the ECRS (*follow the procedure under letter B of the General Guidelines*) and upload the corrected RF2 file (*follow the procedure under letter C of the General Guidelines*).



VI. 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.

VII. REPEALING CLAUSE


All previous issuances that are inconsistent with any provision of this Circular are hereby amended, modified or repealed accordingly.

VIII. EFFECTIVITY

This Circular shall *take effect fifteen (15) days after publication* in any newspaper of general circulation and shall be deposited thereafter with the National Administrative Register at the University of the Philippines Law Center.

IX. ANNEXES

Annex A – Non-Disclosure Agreement (NDA)
Annex B – PhilHealth Online Access Form (POAF)


DR. ROY B. FERRER, M.D., MSc.
Acting President and CEO

Date signed: _____

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NON-DISCLOSURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **PHILIPPINE HEALTH INSURANCE CORPORATION**, a Government Owned and Controlled Corporation duly organized and existing by virtue of Republic Act No. 7875 otherwise known as the National Health Insurance Act of 1995, with principal office address at No. 709, City State Center Bldg., Shaw Blvd., Pasig City, duly represented herein by its _____ and hereinafter referred to as the "Disclosing Party";

-and-

_____ with principal office address at _____ duly represented herein by its _____ and hereinafter referred to as the "Receiving Party".

- WITNESSETH -

The Receiving Party desires to participate in the study/research/discussions regarding **Collection Report**, hereinafter known as the "**Transaction**." In the course of conducting the transaction, Disclosing Party may share certain proprietary and confidential information with the Recipient. Therefore, in consideration of the mutual promises and covenants contained in this Agreement, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Definition of Confidential Information

a) For purposes of this Agreement, "**Confidential Information**" means any data or information so defined under the Data Privacy Act of 2012 and its IRR that is proprietary to the Disclosing Party and not generally known to the public, whether in tangible and intangible form, whenever and however disclosed, including, but not limited to:

- (1) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated and/or contracting agencies/ organizations/ LGUs/ companies;
- (2) plans for products or services, and membership/healthcare provider/supplier/contractor/accredited agents lists;
- (3) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method;

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- (4) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; and
- (5) any other information that should reasonably be recognized as proprietary or confidential information of the Disclosing Party and/or of its affiliated/accredited/contracting entities. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information. The Receiving Party acknowledges that the Confidential Information is proprietary to the Disclosing Party, has been developed and obtained through great efforts by the Disclosing Party and that Disclosing Party regards all of its Confidential Information as trade secrets.

b) As defined in PhilHealth Office Order No. 0050, s-2011 regarding the PhilHealth Policy on Confidentiality and Security of Protected Health Information, Confidential Information shall include, but not limited to, protected health information, personal financial information, patient records, or information gained from committee meetings, hospitals or facility visits during accreditation and investigation, inquiries from members, patients or other PhilHealth employees.

c) Notwithstanding anything in the foregoing to the contrary, Confidential Information shall not include information which:

- (1) was known by the Receiving Party prior to receiving the Confidential Information from the Disclosing Party;
- (2) becomes rightfully known to the Receiving Party from a Third-Party source not known by the Receiving Party to be under an obligation to Disclosing Party to maintain confidentiality;
- (3) is or becomes publicly available through no fault or failure to act by the Receiving Party in breach of the Agreement;
- (4) is required to be disclosed in a judicial or administrative proceeding, or otherwise requested or required to be disclosed by law or regulation, although the requirements of paragraph 4 hereof shall apply prior to any disclosure being made; and
- (5) or has been independently developed by employees, consultants or agents of the Receiving Party without violation of the terms of this Agreement or reference or access to any Confidential Information.

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2. Disclosure of Confidential Information

From time to time, the Disclosing Party may disclose Confidential Information to the Receiving Party. The Receiving Party will:

- (a) limit disclosure of any Confidential Information to its directors, officers, employees, agents or representatives (collectively "Representatives") who have a need to know such Confidential Information in connection with the current or contemplated transaction/relationship between the parties to which this Agreement relates, and only for that purpose;

- (b) advise its Representatives of the proprietary nature of the Confidential Information and the obligations set forth in this Agreement and require such Representatives to keep the Confidential Information confidential;
- (c) shall keep all Confidential Information strictly confidential by using a reasonable degree of care, but not less than the degree of care, used by it in safeguarding its own confidential information;
- (d) not disclose any Confidential Information received by it to any third parties without the Disclosing Party's consent or as otherwise provided for herein.

Each party shall be responsible for any breach of this Agreement by any of their respective Agents and/or Representatives.

3. Use of Confidential Information

The Receiving Party agrees to use the Confidential Information solely in connection with the current or contemplated business relationship between the parties and not for any purpose other than as authorized by this Agreement. No other right or license, whether expressed or implied, in the Confidential Information is granted to the Receiving Party hereunder. Title to the Confidential Information will remain solely in the Disclosing Party. All use of Confidential Information by the Receiving Party shall be for the benefit of the Disclosing Party and any modifications and improvements thereof by the Receiving Party shall be the sole property of the Disclosing Party.

4. Compelled Disclosure of Confidential Information

Notwithstanding anything in the foregoing to the contrary, the Receiving Party may disclose Confidential Information pursuant to any judicial or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the Receiving Party promptly notifies, to the extent practicable, the Disclosing Party in writing of such demand for disclosure so that the Disclosing Party, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information; provided in the case of a broad regulatory request with respect to the Receiving Party's business (not targeted at Disclosing Party), the Receiving Party may promptly comply with such request provided the Receiving Party give (if permitted by such regulator) the Disclosing Party prompt notice of such disclosure.

The Receiving Party agrees that it shall not oppose and shall cooperate with efforts, to the extent practicable, by the Disclosing Party with respect to any such request for a protective order or other relief. Notwithstanding the foregoing, if the Disclosing Party is unable to obtain or does not seek a protective order and the Receiving Party is legally requested or required to disclose such Confidential Information may be made without liability.

5. Term

This agreement shall take effect on the date of signing and shall subsist despite termination of the principal contract covered by this agreement.

6. Remedies

Both parties acknowledge that the Confidential Information to be disclosed hereunder is of a unique and valuable character, and that the damages caused by unauthorized dissemination of the Confidential Information would be impossible to calculate.

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Therefore, both parties hereby agree that the Disclosing Party shall be entitled to injunctive relief preventing the dissemination of any Confidential Information in violation of the terms hereof. Such injunctive relief shall be in addition to any other remedies available hereunder whether at law or in equity including damages. Disclosing Party shall be entitled to recover its costs and fees, including reasonable attorneys' fees incurred in obtaining any such relief. Further, in the event of litigation relating to this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and expenses.

7. Return of Confidential Information

Receiving Party shall immediately return to the other all tangible material embodying the Confidential Information provided hereunder and all notes, summaries, memoranda, drawings, manuals, records, excerpts or derivative information deriving there from and all other documents or materials ("Notes" and all copies of any of the foregoing including "copies" that have been converted to computerized media in the form of image, data or word processing files either manually or by image capture), based on or including any Confidential Information in whatever form of storage or retrieval, upon the:

- (a) completion or termination of the dealings between the parties contemplated hereunder;
- (b) the termination of this Agreement; or
- (c) at such time as the Disclosing Party may so request; provided however that the Receiving Party may retain such documents as is necessary to enable it to comply with its document retention policies. Alternatively, the Receiving Party, with the written consent of the Disclosing Party may (or in case of Notes, at the Receiving Party's option) immediately destroy any of the foregoing embodying Confidential Information (or the reasonably non recoverable data erasure of computerized data) and, upon request, certify in writing such destruction by an authorized officer of the Receiving Party supervising the destruction.

8. Safekeeping of Confidential Information

Receiving Party shall use the same care to avoid disclosure or unauthorized use of the confidential information as it uses to protect its own confidential information, but in no event less than reasonable care. It is agreed that:

- (a) All confidential information shall be retained by the Receiving Party in a secure place with access limited only to the Receiving Party's employees or agents who need to know such information for purposes of this Agreement, and
- (b) Confidential Information will be disclosed only to each party's respective employees who are involved in the Potential Transaction and to third party consultants or advisers who have been engaged for the purpose of discussing the Potential Transaction, which the Disclosing Party has prior notice of such engagement, provided that in the event of such disclosure to any third person or entity not employees or retained by the Receiving Party, the Receiving Party shall nonetheless remain liable for any unauthorized disclosure by such person or entity.

It is further agreed that the Receiving Party shall ensure that all of the employees and consultants (including employees and consultants of its parent, subsidiaries and affiliates) having access to Confidential Information adhere to the terms and conditions of this Agreement as if they were parties hereto.

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9. No Gift Policy

The contracting parties undertake to comply with the Office Order No. 0018-2015 entitled "Reiteration of Philhealth No Gift Policy (Revision 1)" which is deemed incorporated into this Contract. No Philhealth personnel shall solicit, demand or accept, directly or indirectly, any gift from any person, group, association, or juridical entity, whether from the public or private sector, at anytime, on or off the work premises where such gift is given in the course of official duties or in connection with any transaction which may affect the functions of their office or influence the actions of directors or employees, or create the appearance of a conflict of interest.

10. Notice of Breach

Receiving Party shall notify the Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information by Receiving Party or its Representatives, or any other breach of this Agreement by Receiving Party or its Representatives, and will cooperate with efforts by the Disclosing Party to help the Disclosing Party regain possession of Confidential Information and prevent its further unauthorized use.

11. No Publicity

Neither Party hereto shall in anyway or in any form disclose, publicize, or advertise in any manner the discussions that gave rise to this Agreement nor the discussions or negotiations covered by this agreement without prior written consent of the other Party.

12. No Binding Agreement for Transaction

The parties agree that neither party will be under any legal obligation of any kind whatsoever with respect to a Transaction by virtue of this Agreement, except for the matters specifically agreed to herein. The parties further acknowledge and agree that they each reserve the right in their sole and absolute discretion, to reject any and all proposals and to terminate discussions and negotiations with respect to a Transaction at any time. This Agreement does not create a joint venture or partnership between the parties. If a Transaction goes forward, the non-disclosure provisions of any applicable transaction documents entered into between the parties (or their respective affiliates) for the Transaction shall supersede this Agreement. In the event such provision is not provided for in said transaction documents, this Agreement shall control.

NO WARRANTIES ARE MADE BY EITHER PARTY UNDER THIS AGREEMENT WHATSOEVER.

The parties acknowledge that although they shall each endeavor to include in the Confidential Information all information that they each believe relevant for the purpose of the evaluation of a Transaction, the parties understand that no representation or warranty as to the accuracy or completeness of the Confidential Information is being made by either party as the Disclosing Party. Further, neither party is under any obligation under this Agreement to disclose any Confidential Information it chooses not to disclose. Neither Party hereto shall have any liability to the other party or to other party's Representatives resulting from any use of the Confidential Information except with respect to disclosure of such Confidential Information in violation of this Agreement and the Data Privacy Act.

13. Miscellaneous Provisions

(a) This Agreement constitutes the entire understanding between the parties and supersedes any and all prior or contemporaneous understandings and agreements,

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whether oral or written, between the parties, with respect to the subject matter hereof. This Agreement can only be modified by a written amendment signed by the party against whom enforcement of such modification is sought.

- (b) Any failure by either party to enforce the other party's strict performance of any provision of this Agreement will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this Agreement.
- (c) Although the restriction contained in this Agreement are considered by the parties to be reasonable for the purpose of protecting the Confidential Information, if any such restriction is found by a court of competent jurisdiction to be unenforceable, such provision will be modified, rewritten or interpreted to include as much of its nature and scope as will render enforceable. If it cannot be so modified, rewritten or interpreted to be enforceable in any respect, it will not be given effect, and the remainder of the Agreement will be enforced as if such provision was not included.
- (d) This Agreement is personal in nature, and neither party may directly or indirectly assign or transfer it by operation of law or otherwise without the prior written consent of the other party. All obligations contained in this Agreement shall extend to and be binding upon the parties to this Agreement and their respective successors, assigns and designees.

14. Notices

Any notice or communication required or permitted to be given by this Agreement or given in connection with it, shall be in writing and shall be given to the appropriate party by personal delivery or by registered mail, postage prepaid, or recognized reputable private courier, in each case, to the address of the other party first indicated above (or such other address as may be furnished by a party in accordance with this paragraph).

All such notices or communications shall be deemed to have been given and received as follows:

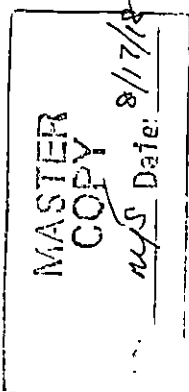
- (a) In case of personal delivery and recognized reputable private courier, on the date of receipt by Receiving Party of such delivery.
- (b) In case of registered mail, on the day of mailing.

15. Venue

In case of lawsuit arising from breach of this contract, the complaint or petition shall be filed with the proper court of Pasig City only.

16. Governing Law

The validity, construction and performance of this Agreement shall be governed and construed in accordance with the laws of the Philippines applicable to contracts made and to be wholly performed within the said jurisdiction, without giving effect to any conflict of laws provisions thereof.



IN WITNESS WHEREOF, the parties hereto have caused this Mutual Non-Disclosure Agreement to be executed this ___ day of _____ at _____.

PHILIPPINE HEALTH INSURANCE CORPORATION _____

By: _____

By: _____

SIGNED IN THE PRESENCE OF:

REPUBLIC OF THE PHILIPPINES)

) s.s

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____ this ___ day of _____, personally appeared the following:

<u>Name</u>	<u>Government Issued ID</u>	<u>Date and Place Issued</u>
_____	_____	_____

known to be the same persons who executed the foregoing Non-Disclosure Agreement consisting of _____ pages including this page where this acknowledgement is written and they acknowledged before me that the same is their free and voluntary act and deed as well as those of the corporations they herein represent.

WITNESS MY HAND AND SEAL on the date and in the place above mentioned.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2018. _____

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PHILHEALTH ONLINE ACCESS FORM <small>Revised PSA Form No. 001, August 2013</small>		Series No.	Date
Name of Accredited Collecting Agent (ACA)		PhilHealth Employer Number (PEN)	
Business Address	Philippine Standard and Geographic Coding (PSGC)	Division Code	Station Code
Name and Signature of Head of Office	Position	Email Address	Telephone No./Mobile No.
Name of ACA's Authorized Representative (AAR)	Position of AAR	Email Address	Mobile No.
		AAR Company/Agency ID No.	Telephone No.
<i>To be filled out by PhilHealth</i>			
Registration Date	Region/Branch Office	LHSD	Orientation Date
Processed Date	Processed by	System to be Accessed	Role Assigned

PHILHEALTH ONLINE ACCESS FORM <small>Revised PSA Form No. 001, August 2013</small>		Series No.	Date
Name of Accredited Collecting Agent (ACA)		PhilHealth Employer Number (PEN)	
Business Address	Philippine Standard and Geographic Coding (PSGC)	Division Code	Station Code
Name and Signature of Head of Office	Position	Email Address	Telephone No./Mobile No.
Name of ACA's Authorized Representative (AAR)	Position of AAR	Email Address	Mobile No.
		AAR Company/Agency ID No.	Telephone No.
<i>To be filled out by PhilHealth</i>			
Registration Date	Region/Branch Office	LHSD	Orientation Date
Processed Date	Processed by	System to be Accessed	Role Assigned

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