GENERAL GUIDELINES IN THE SUBMISSION OF ITEMIZED BILLING AND/OR EXPENDITURE UTILIZATION REPORT (EUR) FOR ALL DISCHARGED PATIENTS MANAGED AS COVID - 19

1. Accredited Health Care Providers shall submit itemized billing statements for all discharged patients managed as COVID – 19.

2. The following options may be used to generate the itemized billing statements:

   o Generate the file directly from the Hospital Information System (HIS) or Electronic Medical Records (EMR) system in Excel format;
   o If the Excel format cannot be generated from the existing EMR or HIS, the PDF format of itemized billing statement is also acceptable.

3. Accredited Community Isolation Units (CIU) shall submit Expenditure and Utilization Report (EUR) instead of the itemized billing statement.

4. PhilHealth shall assign a username and password to each accredited health care provider to access the FTP server. Accredited HCPs can request FTP accounts by creating a ticket with subject **"UPECS-EMR / Benefit Costing"** in the PhilHealth Ticketing System that is accessible through the link: https://itsupport.philhealth.gov.ph/osticket/

5. The HCP will receive an email from PhilHealth indicating the user account information containing the username and password, storage folder and the FTP guide.

6. Each facility will be assigned a designated storage folder to upload their itemized billing statement and EUR.

7. The table below summarizes the deadline and frequency of submission of the itemized billing statement and EUR:

Accredited Health Care Provider (HCP)	Document	Frequency
Hospital	Itemized Billing Statement	Upon patient discharge
Community Isolation Unit (CIU)	Expenditure and Utilization Report	Last working day of the month

8. Files should be submitted using the FTP server. In the event of system downtime, HCPs should coordinate with their respective Regional Office - IT.

9. For inquiries and/or clarification related to FTP and account creation, please email upecsemr@philhealth.gov.ph