

Annex C. Procedures and Documentary Requirements for Accreditation of PhilHealth Konsulta Providers

I. Documentary Requirements (Primary Care Physician)

The applicant primary care physician shall submit all of the following requirements:

1. Completely filled-out Provider Data Record
2. Performance Commitment for health care professionals
3. Photocopy of the updated PRC ID card
4. Proof of assignment in the primary care facility

II. Documentary Requirements (PhilHealth Konsulta facility)

The applicant provider shall submit all of the following requirements:

1. Provider Data Record (PDR) – completely filled-out
2. Performance Commitment (PC) for PhilHealth Konsulta Provider – signed by the two (2) authorized representatives:
 - a. Government owned facility
 - i. If there is only one (1) health facility: City/Municipal/Provincial Health Officer and Local Chief Executive for government facilities.
 - ii. If more than one (1) facility: Head of all the facilities (such as Rural Health Physician) and the Local Chief Executive.
 - b. Private facilities: Head of the Facility and Chief Executive, President, Director or equivalent.
3. Certified True Copy of updated licenses for Hospitals, Infirmaries, Ambulatory Surgical Clinics (ASCs) Dialysis Clinics (DCs) and primary care facility. For private clinics – Certified True Copies of any of the following as applicable: Business/Mayor's permit or updated Professional tax receipt (based on DILG Memorandum Circular No. 2016 – 170) and updated licenses of laboratory/x-ray/ drug-outlet.
4. Certification of Service Delivery Support for the following referred services
 - a. (Annex D) – as applicable: DOH-licensed Secondary Laboratory service
 - b. DOH-licensed Level 1 X-ray service
 - c. FDA-licensed primary care facility/ partner drug-outlet
 - d. Electrocardiogram (ECG) service
5. Proof of payment of Accreditation Fee (P2,000.00)
6. Non-disclosure agreement (NDA) signed by staff in the PhilHealth Konsulta facility handling patients' data (Annex E).
7. Self-assessment tool (SAT) (Annex B, Self-Assessment/ Accreditation Survey Tool for PhilHealth Konsulta Provider)- completely filled-out
8. Photos and/or videos of all requirements identified in the Technical Standards for PhilHealth Konsulta Providers, as required by the PRO (see Annex A, "Minimum Requirements for Accreditation of PhilHealth Konsulta Providers")

III. Accreditation Process

1. All health facilities with intention to be PhilHealth Konsulta providers shall conduct self-assessment to determine compliance to the set of standards for the package.
2. All health facilities that are qualified to provide the PhilHealth Konsulta package shall apply by filling up the Provider Data Record (PDR) and submitting the other documentary requirements enumerated above.
3. Accreditation documents shall be submitted to the LHIO. These shall be screened for completeness. Incomplete applications shall **not** be accepted.

4. Applicant shall pay the accreditation fee, as applicable.
5. For non-licensed health facilities, the PhilHealth Regional Office (PRO) will conduct a pre-accreditation survey to validate compliance to all standards for accreditation.
6. The PRO shall evaluate and approve/deny the application for accreditation based on Annex A Minimum Requirements for Accreditation of PhilHealth Konsulta Providers.
7. Approved applicant shall be issued a Certificate of Accreditation.
8. Accreditation of PhilHealth Konsulta providers shall start on the date that they fully complied with the requirements of accreditation and end on December 31 of the same calendar year.