



Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City

DEPARTMENT OF EDUCATION

DepEd Complex, Meralco Avenue, Pasig City, Philippines

January 8, 2014

PhilHealth and DepEd JOINT CIRCULAR

No. 001, s-2014

TO : DEPARTMENT OF EDUCATION (DepEd) CENTRAL OFFICE, REGIONAL OFFICES, AND DIVISION OFFICES OF PROVINCIAL AND CITY SCHOOLS

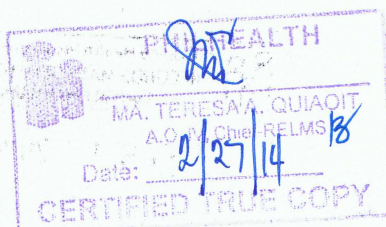
ALL PhilHealth REGIONAL OFFICES, HEALTH CARE DELIVERY MANAGEMENT DIVISIONS, FIELD OPERATION DIVISIONS, AND LOCAL HEALTH INSURANCE OFFICES

SUBJECT : Implementing Guidelines of PhilHealth Circular No.10, S-2013 Expansion of Tamang Serbisyon Kalusugang Pampamilya (TSeKaP), formerly known as Primary Care Benefit 1 (PCB 1) Package, to Cover Personnel of the Department of Education (DepEd)

The implementing guidelines on the expansion of Tamang Serbisyon Kalusugang Pampamilya (TSeKaP), formerly known as Primary Care Benefit 1 (PCB 1) Package, to cover teaching and non-teaching personnel of the Department of Education (DepEd), subject of PhilHealth Circular No.10, s-2013, is hereby issued for the information and guidance of all concerned.

A. Collaboration Between PhilHealth and DepEd Offices

1. PhilHealth and DepEd Central Office shall regularly meet to address issues on implementation and operationalization of TSeKaP for DepEd Personnel and monitor its progress.
2. PhilHealth shall initiate meetings with concerned DepEd offices in their respective areas to facilitate the following:
 - a. conduct of orientation of PhilHealth personnel
 - b. conduct of orientation of DepEd personnel
 - c. identification of TSeKaP providers for DepEd personnel, and
 - d. assignment of DepEd personnel to TSeKaP providers
 - e. identification/resolution of issues or concerns on implementation
3. PhilHealth personnel shall emphasize and reiterate in dialogues/fora involving TSeKaP providers and/or DepEd personnel that TSeKaP services, such as diagnostic examinations, are provided on an "as needed" basis only upon recommendation by the TSeKaP physician.



B. Identification of DepEd-Preferred TSeKaP Providers

1. PhilHealth shall provide DepEd administrative/personnel offices a list of TSeKaP providers located in their province.
2. From this list, DepEd administrative/personnel offices shall identify preferred TSeKaP providers for their employees in the different school districts.
3. The DepEd district offices shall then accomplish the List of Provider Assignment of DepEd Personnel (**Annex A**).
4. The list shall be submitted in both electronic spreadsheet and paper format to the DepEd division office who shall then forward this to PhilHealth.
5. For personnel without a PhilHealth Identification Number (PIN), the DepEd division office shall coordinate with PhilHealth for its issuance.

C. Assignment of Members to TSeKaP Providers

1. Upon receipt of the list (Annex A), PhilHealth shall validate the data against its membership database. Any discrepancy shall be referred to the concerned DepEd division office for reconciliation/correction.
2. After validation, PhilHealth shall consolidate the lists of assignment per TSeKaP provider. These shall then serve as the Masterlists of DepEd Personnel assigned in TSeKaP providers.
3. PhilHealth shall distribute the masterlists to the preferred TSeKaP providers.
4. In cases of newly-hired, transferred, retired, resigned personnel, etc., the DepEd division office shall update and submit the list (Annex A) to PhilHealth not later than the 15th day of the last month of the quarter.

Ex. For updates to be included in the 2nd quarter of 2014 masterlist, the list of additional DepEd personnel assigned/transferred to a TSeKaP provider shall be submitted on or before March 15, 2014.

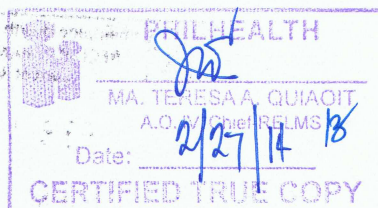
5. The process of identification and assignment shall be completed before the end of the 1st quarter of 2014.

D. Monitoring

1. PhilHealth shall ensure the provision of quality services by TSeKaP providers through its enhanced overall monitoring system as stated in Section VII of PhilHealth Circular No.54, S 2012.
2. DepEd shall also monitor the program and provide feedback to PhilHealth on the quality of services provided to their personnel.

E. Engagement of DepEd-Affiliated Clinics as TSeKaP Providers

1. PhilHealth shall encourage DepEd-affiliated clinics to register as TSeKaP providers especially in areas where there are no TSeKaP providers.
2. PhilHealth shall receive applications for participation of DepEd-affiliated Clinics, and DepEd shall ensure submission of the following:
 - a. Performance Commitment signed by the head of the school
 - b. Completely-filled out Provider Data Record (PDR). This form may be downloaded from the PhilHealth website
http://www.philhealth.gov.ph/downloads/accreditation/pdr_010713.pdf
 - c. Copy of Memorandum of Agreement (MOA) with a referral facility for diagnostic services that are beyond the TSeKaP provider's service capacity, if applicable
 - d. Proof of payment of Registration Fee.
3. PhilHealth shall provide technical assistance to DepEd-affiliated Clinics on the following:
 - a. Registration as TSeKaP provider, including explanation of the provisions in the Performance Commitment



- b. Orientation on TSeKaP
- c. Filling up of TSeKaP-related forms
- d. Timing and manner of report submission (including web-based submission), calculation and timing of PFP releases
- e. Providing clear and simple interpretations of the provisions set forth in the TSeKaP package
- f. Facilitate translation of Information and Communication Technology requirements of PhilHealth
- g. Referral to Department of Health and/or other institutions for any skills and technical training required by TSeKaP providers to deliver the services included in the package

F. Payment Mechanism for Accredited/Engaged DepEd Affiliated Clinics as TSeKaP
Provider shall be guided by PhilHealth Circular No.10, S2013 (Annex B)

G. Miscellaneous Provision

Any issue that may arise during the course of implementation not covered by this Joint Circular shall be resolved jointly by DepEd and PhilHealth.

H. Separability Clause

In the event that a part or provision of this Joint 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.

I. Effectivity

This Joint Circular shall take effect immediately.

J. Annexes

1. Annex A. List of Provider Assignment
2. Annex B. PhilHealth Circular 10 s. 2013
http://www.philhealth.gov.ph/circulars/2012/circ10_2012.pdf
3. Annex C. Process Flowchart of Identification, Assignment, Enlistment to TSeKaP Provider

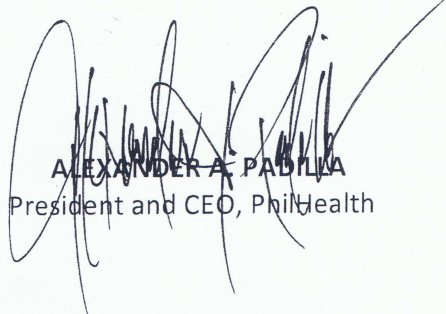
For compliance of all concerned.



DR. ENRIQUE T. ONA
 Secretary, Department of Health
 Chairman of the Board, PhilHealth



BR. ARMIN LUMBISTRO, FSC
 Secretary, Department of Education



ALEXANDER A. PADILLA
 President and CEO, PhilHealth

