



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

REGIONAL OFFICE-X
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UNIVERSAL HEALTH CARE
KALUSUGAN AT KALINGA PARA SA LAHAT

request. The said laboratory exams should not form part of the billing for PhilHealth but shall be charged to the account of the employee.

6. Submit to PRO-X HR Unit, the following:
 - a. soft copy of the results of each employee with Individual Periodic Health Examination Report within three (3) working days after the date of examination. All the rest of the unfinished laboratory examinations must also be submitted within seven (7) working days from the date the said laboratory exams were done by the concerned employee/s;
 - b. printed copy of official laboratory test results and chest x-ray film and a printed copy of employees within fourteen (14) days from the date of conduct of the examination;
 - c. printed and signed copy of Summary of all the employees' results, assessment and recommendations not later than 30 days from the last date of examination schedule.

IV. DURATION AND DELIVERY OF SERVICE

The conduct of the PhilHealth employees' health examination shall commence seven (7) days upon receipt of the signed and approved copy of the contract with the diagnostic laboratory and shall be completed within the duration of 45 calendar days from the date of commencement.

The schedule and list of individual employees' laboratory examinations shall be provided by the HR Unit prior to the start of the conduct of health examination.

V. PROVIDER'S RESPONSIBILITY

The service provider should:

1. be fully responsible for the protection and safety of employees and equipment which may be affected by this project;
2. guarantee the practice of health and disinfection protocols before, during and after the conduct of each test and procedure for each employee;
3. be fully responsible for the completeness, accuracy and veracity of the results of laboratory test and diagnostic procedures/ actual services rendered and strictly observe patient's right to confidentiality;
4. provide a physician for consultation of the employees with regards to the results of all diagnostic tests and procedures performed, charging no additional professional fee. Should there be any findings requiring a specialist, the physician may likewise recommend one.

The service provider shall issue a Certificate for the statements afore cited.

VI. BILLING AND PAYMENT

Upon submission of the Statement of Account, PhilHealth and the service provider shall reconcile the proposed list of employees with corresponding tests and procedures from HRU versus the actual tests and procedures. Upon establishing the correct amount, PhilHealth shall process payment within thirty (30) working days, in accordance with existing accounting and auditing rules and regulations.

Payment shall be made upon submission of documentary requirements including but not limited to the following: