



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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PHILHEALTH CIRCULAR

NO. 2018 - 0002

TO : PHILHEALTH ACCREDITED HEALTH CARE INSTITUTIONS (HCI) AND PROFESSIONALS, PHILHEALTH MEMBERS, PHILHEALTH HEAD OFFICE REGIONAL OFFICES and BRANCHES, LOCAL HEALTH INSURANCE OFFICES AND ALL OTHERS CONCERNED

SUBJECT : DEPARTMENT OF HEALTH LICENSE TO OPERATE (DOH-LTO) AS A MANDATORY REQUIREMENT FOR ACCREDITATION OF BIRTHING HOMES AND MATERNITY/LYING-IN CLINICS STARTING CY 2018

I. RATIONALE

The Revised Implementing Rules and Regulations of the National Health Insurance Act of 2013 [Republic Act (RA) 7875 as amended by RA 9241 and RA 10606] provides that PhilHealth shall implement a Quality Assurance Program which “shall ensure that the health services rendered to the members by accredited health care providers are of the quality necessary to achieve the desired health outcomes and member satisfaction”. It further states that the Corporation “reserves the right to issue, deny, or withdraw the accreditation after an evaluation of the capability and integrity of the health care institution.” Accordingly, PhilHealth shall prescribe the requirements for the accreditation of health care institutions.

Likewise, the Department of Health (DOH) Administrative Order (AO) 2012-0012 defines the rules and regulations of regulated health facilities for the purpose of protecting and promoting the health of the public and to assuring the safety of patients and personnel. The policy includes birthing homes among the facilities required to have a license from the DOH prior to their operations.

II. SCOPE AND COVERAGE

This circular shall apply to all birthing homes and lying-in/maternity clinics.

III. GENERAL GUIDELINES

A. PhilHealth shall grant accreditation to health care institutions based on their capability and integrity.

1. As an evidence of their capability to provide the health services, all birthing homes and lying-in/maternity clinics that are applying for initial, renewal and re-accreditation shall have a valid DOH License to Operate (LTO).
2. Validated findings of fraudulent and unethical practices shall be considered against their integrity as health care institutions.

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B. All health care professionals affiliated in these birthing homes/lying-in clinics who attend to deliveries, newborn care and other related procedures (i.e. family planning) shall be PhilHealth accredited.

C. The birthing homes and maternity/lying-in clinics shall submit the following documents:

1. For initial and re-accreditation:

- a. Valid and updated license to operate (LTO) from the Department of Health
- b. Signed performance commitment (Annex A of PhilHealth Circular 2015-037)
- c. Properly accomplished provider data record (PDR)
- d. Accreditation fee (Php 1,500.00)
- e. Copy of updated Certificate as Newborn Screening Facility
- f. Copy of updated Certificate as Newborn Hearing Screening Facility or Memorandum of Agreement with a certified facility (if applicable)
- g. Electronic copies of recent photos of the facility including the interior and outside surroundings, completely labeled with the name of the facility and date taken
- h. Location Map
- i. Statement of intent (if applicable)

2. For renewal of accreditation (to be submitted within January 1 to 31 of the succeeding year):

- a. Valid LTO from Department of Health
- b. Signed performance commitment
- c. Properly accomplished Provider Data Record (PDR)
- d. Accreditation fee (Php 1,500.00)
- e. Copy of updated Certificate as Newborn Screening Facility
- f. Copy of updated Certificate as Newborn Hearing Screening Facility or Memorandum of Agreement with a certified facility (if applicable)
- g. Latest audited financial statement (submit on or before June 30 of the succeeding accreditation cycle)

D. PhilHealth shall conduct pre-accreditation survey to birthing homes/lying-in clinics that are applying for initial accreditation and re-accreditation due to gap in accreditation and transfer of location.

E. Birthing facilities that provide family planning services and claim for PhilHealth reimbursements shall submit their health staff's certificates of training from DOH recognized training providers as per PhilHealth Circular (PC) 25-2015 and PC 38-2015.

IV. MONITORING AND EVALUATION

PhilHealth shall continue its monitoring visits to assess the providers' adherence to the standards of care and compliance to PhilHealth policies and guidelines. The measures of performance are based on the quality of care, patient satisfaction, financial risk protection, and fraud prevention.

The monitoring of the facilities shall be anchored on PhilHealth's Health Care Provider Assessment System (HCP PAS) as stated on PhilHealth Circular 2016-0026. Also, PhilHealth shall use the DOH licensing requirements for birthing homes enumerated in Annex C of DOH AO 2012-0012, and PhilHealth additional requirements listed in Annex A of this Circular in monitoring the inputs and processes of care.

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V. REPEALING CLAUSE

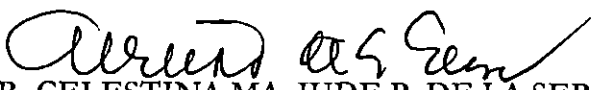
This Circular supersedes the following provisions of these circulars:

1. PhilHealth Circular 30, s-2009 Guidelines for Accreditation of Providers for Maternity and Newborn Care Package, Part A- Standards for Accreditation of Non-Hospital Facilities.
2. PhilHealth Circular 54, s-2012 Provider Engagement through Accreditation and Contracting for Health Services particularly:
 - a. Section VI.A.1.b [Automatic Accreditation - Maternity Care Package (MCP) Providers certified as Basic Emergency Obstetric and Neonatal Care (BEmONC) and Newborn Screening Facility by DOH];
 - b. Section VI.A.2 (Non-automatic accreditation – which includes MCP providers that are not BEmONC Certified);
 - c. Section VI.B.1.h (Non-automatically accredited Institutional Health Care Providers shall be subjected to pre-accreditation survey); and
 - d. Annex A, Item 4 (Additional Requirements for Maternity Care Providers).

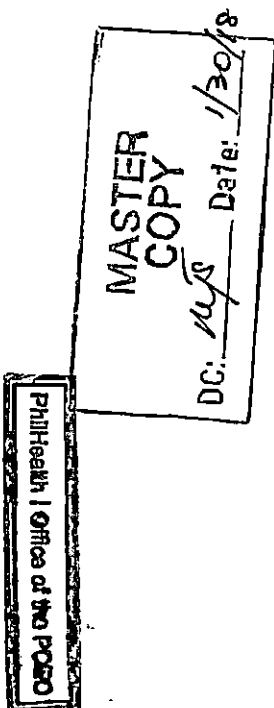
Provisions of previous issuances inconsistent with this PhilHealth Circular are hereby amended, modified or repealed accordingly. Those that are consistent shall remain valid and binding.

VI. EFFECTIVITY

This circular shall take effect 15 days after its publication in any newspaper of general circulation. It shall be deposited thereafter with the National Administrative Register at the University of the Philippines Law Center.


DR. CELESTINA MA. JUDE P. DE LA SERNA
Interim President and CEO

Date signed: 1/23/18



PhilHealth Additional Requirements

A. Human Resources

1. All staff shall be PhilHealth members with updated premium contributions
2. All health staff who render clinical services shall be PhilHealth accredited professionals

B. Quality Assurance Program

1. Mission/Vision
2. Operations Manual or Standards Operating Procedures which includes quality improvement activities
3. Patient satisfaction survey

C. Records Management:

1. The logbook or register for admissions and deliveries must have the following information:
 - a. Case number
 - b. Date and time of admission
 - c. Complete name of patient (including middle name)
 - d. Date of birth
 - e. Address
 - f. PhilHealth membership status
 - g. Admitting diagnosis including the OB score
 - h. Date and time of delivery
 - i. Outcome of delivery
 - j. Date and time of discharge

Note: A logbook/register of different name (e.g. Delivery Logbook) with other details may be acceptable as long as the above information are available.

2. The admissions logbook must have monthly summary (after the last entry for that month) and signed (over the printed name) by the head of the facility.
3. Health facilities that also perform family planning services shall use the Family Planning Form 1 (FP Form 1) and monthly summary report (M1 Form) prescribed by the Department of Health.

D. For efficient submission of PhilHealth Claims:

1. Functional PhilHealth Institutional Health Care Provider (IHCP) Portal (PhilHealth Circular 002-2014) which will be required on renewal of accreditation
Note: To register in IHCP Portal, newly accredited birthing homes shall submit the accomplished PhilHealth Online Access Form (POAF) and Non-Disclosure Agreement (NDA) to the nearest PhilHealth office.
2. Deposit account/s with local banks authorized to conduct banking business in the Philippines under the supervision and regulation of Banko Sentral ng Pilipinas for PhilHealth auto-credit payment facility (PhilHealth Circular 2017-0020)

E. Supplies and Instruments for Providers of Family Planning Procedures(if applicable)

1. For IUD insertion
 - a. IUD copper containing
 - b. Uterine tenaculum or Allis forceps, approximately 12 inches
 - c. Uterine sound, approximately 12 inches
 - d. Narrow (Bozeman uterine) or alligator forceps, approximately 10 inches
2. For Subdermal implant
 - a. Subdermal contraceptive implant
 - b. Holding forceps, approximately 5.5 inches
 - c. Scalpel handle with blade

