



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-MPP-HRD-P009-(01)	
TITLE/DESCRIPTION: PHIC ACCREDITATION RENEWAL AND PAYMENT OF PREMIUM CONTRIBUTIONS OF ALL MEDICAL DIRECTORS AND CENTER DIRECTORS OF RMCI AND ITS SUBSIDIARIES			
EFFECTIVE DATE: November 30, 2023	REVISION DUE: November 29, 2026	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 12
Applies to: All Medical Directors and Center Directors of RMCI and its Subsidiaries		POLICY TYPE: Multi Disciplinary	

PURPOSE:

Pursuant to the provisions under PhilHealth Circular No. 2022-0029 entitled "Accreditation of Health Care Professionals (HCPs)," this SOP is created to provide guidelines on the renewal of Philippine Health Insurance Corporation (PHIC) accreditation as well as the prompt payment of PHIC premium contributions of all active Medical Directors and Center Directors of RMCI and its subsidiaries with current MOA (Memorandum of Agreement).

DEFINITIONS:

Accreditation-is a process whereby the qualifications and capabilities of healthcare providers are verified in accordance with the guidelines, standards and procedures set by the PHIC.

Renewal-is a type of accreditation given to a qualified HCP before the expiration of a previous accreditation in accordance with the provisions of Article IV, Section 16.1 of RA No. 10606 or the National Health Insurance Act of 2013. This differentiates from **Initial Accreditation**-which is given to a qualified HCP who is applying for the first time, and **Re-accreditation**, which is given to a qualified HCP if previous accreditation has lapsed or was temporarily withdrawn, previous application for accreditation was denied, or classification of the HCP was upgraded. Operationally, this SOP is intended for Renewal of Accreditation only.

Continuous Accreditation-is a continuous participation granted by PHIC to HCPs that/who complied with all the requirements for accreditation prescribed by the Corporation within the prescribed period that qualify them for uninterrupted participation in the Program, until such participation is withdrawn or terminated based on the rules set by the Corporation.

Direct contributors-are members of PhilHealth who have the capacity to pay premiums, are gainfully employed and bound by an employee-employer relationship, and or are self-earning professional practitioners, migrant workers, including their qualified dependents, and lifetime members. Operationally, this refers to the Medical Directors of RMCI and its subsidiaries whose PHIC accreditation and payment of premiums shall be shouldered and handled by the company.

Health Care Professional (HCP)-is a doctor of medicine, nurse, midwife, dentist, or other allied professional or practitioner duly licensed to practice in the Philippines. Operationally, this refers to the Medical Director or Center Director of RMCI or its subsidiaries.

Health Facility (HF)-which maybe public or private, devoted primarily to provision of services for health promotion, prevention, diagnosis, treatment, rehabilitation and palliation of individuals suffering from illness, disease, injury, disability or deformity or in need of obstetrical or other medical and nursing care. Operationally, this refers to the RMCI and its subsidiaries.

Performance Commitment (PC)-is a notarized document signed by the HCP who intend to participate in the Program, which stipulates their undertakings to provide complete and quality health services to PhilHealth beneficiaries. This document also reflects the commitment of the

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HCP to comply with PhilHealth policies on benefits payment, information technology, data management and reporting and referral, among others.

RESPONSIBILITY: RMCI HRD-Compensation & Benefits Section, Medical Directors, Center Directors, Center Managers, and Medical Affairs Staff

<p>POLICY:</p> <p>PhilHealth Accreditation Renewal and Payment of Premium Contributions of all Medical Directors and Center Directors shall be facilitated and paid by the Riverside Medical Center, Inc.</p> <p>Likewise, in accordance with the PhilHealth Circular No. 2022-0029, the following provisions shall be complied with in the renewal of accreditation and payment of premium contributions:</p> <p>I. Requirements for Accreditation</p> <p>1. Medical Doctors, who are licensed by the Professional Regulation Commission, are automatically accredited and could participate in the National Health Insurance Program (NHIP), provided that they submit the required documents (submit in two copies) to the nearest PhilHealth Office, as follows:</p> <p>1.1 General Requirements</p> <p>1.1.1 Provider Data Record</p> <p>1.1.2 Performance Commitment signed on each page (notarized)</p> <p>1.1.3 Photocopy of Updated PRC License (if expired or near expiry (3 months), attach photocopy of claim stub)</p> <p>1.1.4 Three (3) pcs 1x1 picture white background (taken not more than 6 months)</p> <p>1.1.5 Certificate of Good Standing (CGS) from the Philippine Medical Association (PMA) or its Local Component Society</p> <p>1.1.6 Proof of Payment of Premium Contribution (present latest ITR for computation of premium payment at Payment Validation Section)</p> <p>1.2 Additional Attachments</p> <p>1.2.1 Certificate of Good Standing from Specialty or Subspecialty Society</p>
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II. Premium Contributions

1. All accredited HCProfs shall be registered members of PhilHealth. They shall pay at least one (1) month premium contribution during the month the application was filed;
2. Applicant HCProfs with missed premium contribution shall be referred to the Collection Section of LHIOs/PROs for appropriate action;
3. All accredited HCProfs shall continue to pay regularly the required monthly premium contributions which includes the PhilHealth Lifetime members who obtains a regular source of income from employment, practice of profession and other means as per PhilHealth Circular Nos. 2019-0009 and 2019-0010; and
4. Premium payment is neither an application fee nor an accreditation fee.

III. Validity of Accreditation

1. The accreditation **shall be valid for a maximum of three years**, unless earlier terminated, temporarily withdrawn, suspended or revoked by the Corporation;
2. For renewal of accreditation, **the validity of continuous accreditation shall be in consonance with the HCProf's valid PRC license**. Hence the accreditation shall expire upon the expiry of the PRC license unless earlier terminated;
3. Continuous accreditation shall be granted to **HCProfs** applying for renewal of accreditation or re-accreditation with no gap such as due to upgrading who filed their appeals, Motion for Reconsideration (MR) filed within the prescribed period;
4. Revocation of the license issued by the PRC or other government regulatory office shall also take effect on the validity of accreditation upon receipt of the said decision by the concerned professional or the effectivity stated in the decision; and
5. Accredited professionals shall inform PhilHealth immediately of any changes in their Provider Data Record to allow PhilHealth to update their record in their Corporation's database;





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IV. Accreditation Process

1. Receipt of Application

- 1.1 For renewal of accreditation, the HCProfs shall submit the application documents one hundred and twenty (120) calendar days to sixty (60) calendar days prior to the expiration of the current accreditation;
- 1.2 Applications filed before 120 days prior to expiration shall not be accepted;
- 1.3 Applications filed within the prescribed period as stated shall be processed accordingly and shall be granted continuous accreditation as applicable;
- 1.4 Applications filed from the 19th day prior to and up to expiration date of the current accreditation shall be considered late filing and shall be granted continuous accreditation but may result to late updating of accreditation records;
- 1.5 Applications filed beyond the expiration of the current accreditation (lapsed) shall be considered re-accreditation and shall incur gap in accreditation;
- 1.6 All HCProfs shall submit the complete documentary requirements for accreditation electronically or manually to their respective Local Health Insurance Offices (LHIOs)/PhilHealth Regional Offices (PROs). The original documents shall be submitted to the LHIO/PRO within thirty (30) days after submission, if sent via email;
- 1.7 The mailing address of the HCProfs shall determine to which PRO the HCProfs will submit the application. In case the application is submitted to another PRO, the concerned PRO shall accept the application and forward it to the appropriate PRO; and
- 1.8 Only complete applications shall be accepted. Incomplete applications shall be returned to the applicants with the list of deficiency/ies noted during evaluation.

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2 . Decisions on the Applications

- 2.1 Applications fully compliant with all the requirements for accreditation as established by PHIC shall be granted accreditation;
- 2.2 The applications for renewal of accreditation of HCProfs with complete requirements, filed within the prescribed period and without pending case/ s for infraction/ s and/ or violation/ s of any PhilHealth rules, regulations and other issuances shall not be subject to deliberation by the Regional Accreditation Committee (RAC), hence granted continuous accreditation;
- 2.3 Initial applications and applications for renewal and re-accreditation with pending case/ s for infraction/ s and/ or violation/ s of any PhilHealth rules, regulations and other issuances shall be subject to deliberation by the RAC;
- 2.4 A letter of approval and an electronic ID card shall be emailed to all HCProfs with approved applications upon approval of the Regional Vice-President (RVP). Receipt of such shall be acknowledged by the HCProf immediately. The printed copy of the letter of approval shall be mailed thereafter;
- 2.5 A letter of denial of application shall be emailed to the HCProfs with denied accreditation within three (3) days upon approval of the decision for denial by the concerned RVP on their application for accreditation. Receipt of such shall be acknowledged by the HCProfs immediately. The printed copy of the letter of denial shall be mailed thereafter;
- 2.6 In case the HCProf is not in agreement with the decision on the application, he/ she may file an appeal/motion for reconsideration addressed to the Chairperson of the RAC or the AARC accordingly;
- 2.7 The decision on the application is delegated to the head of the PRO by the President and CEO of the PHIC. Decisions are subject to an appeal or motion for reconsideration (MR), as applicable, within thirty (30) calendar days from receipt of the letter of the decision on the application. Otherwise, the decision becomes final and executor;



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2.8 All HCProfs whose applications for accreditation were denied may re-apply for accreditation any time after the receipt of the letter of denial of accreditation after ensuring that the reason/ s for denial has/have been resolved; and

2.9 All HCProfs whose accreditations are temporarily withdrawn may apply for re-accreditation if they intend to continue to participate in the NHIP.





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PROCEDURE (SOP):

1. The Center Manager shall check the validity of the PHIC accreditation of the Medical Director or Center Director within three (3) working days after receipt of the notarized MOA. If the accreditation is expiring within 120 to 60 calendar days, the Center Manager shall request the Medical Director or Center Director the necessary accreditation renewal requirements;
2. The Medical Director or Center Director shall provide the Center Manager with the necessary accreditation renewal requirements within ten (10) working days from notice;
3. The Center Manager shall endorse the complete accreditation renewal requirements, including the notarized MOA, to HRD-CompBen Staff within three (3) working days upon receipt;
4. The HRD-CompBen Staff shall facilitate the accreditation renewal within seven (7) working days or earlier from receipt of the complete requirements. Likewise, the payment of the premium contributions based on PHIC computation and MOA duration, i.e., if the MOA duration is two (2) years, the entire amount shall be paid in advance;
5. If the PHIC accreditation is not expiring in 120 days, the HRD-CompBen Staff shall facilitate within seven (7) working days the payment of the premium contributions based on PHIC computation and MOA duration, i.e., if the MOA duration is two (2) years, the entire amount shall be paid in advance; and
6. Once the accreditation renewal is done, the HRD-CompBen Staff shall endorse a copy of the accreditation renewal documents to the Center Manager within three (3) working days.

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PROCESS	TURNAROUND TIME (TAT)	PERSON IN CHARGE (PIC)
1. Check the validity of the PHIC accreditation of the Medical Director or Center Director and request the necessary accreditation requirements within three (3) working days after receipt of the notarized MOA;	3 working days	COE Manager
2. Provide the Center Manager with the necessary accreditation renewal requirements;	10 working days	Medical Director or Center Director
3. Endorse the complete accreditation renewal requirements, including the notarized MOA, to HRD-CompBen Staff;	3 working days	COE Manager
4. Facilitate the accreditation renewal from receipt of the complete requirements;	7 working days	HRD-CompBen Staff
5. Facilitate the payment of the premium contributions;	7 working days	HRD-CompBen Staff
6. Endorse a copy of the accreditation renewal documents to the Center Manager once done.	3 working days	HRD-CompBen Staff





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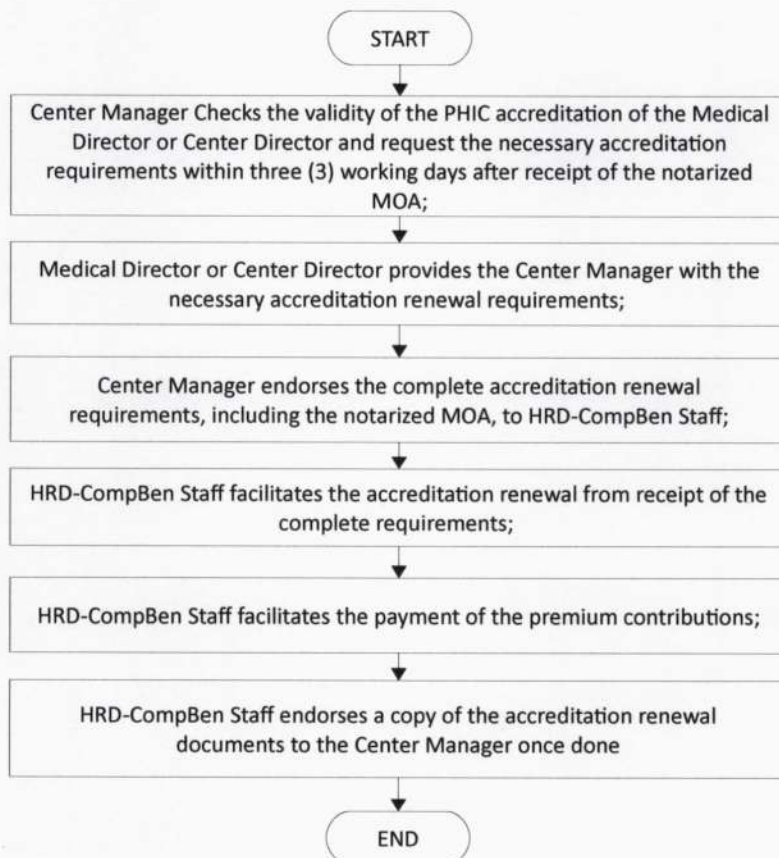
WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Check the validity of the PHIC accreditation of the Medical Director or Center Director and request the necessary accreditation requirements within three (3) working days after receipt of the notarized MOA;	Center Manager
2. Provide the Center Manager with the necessary accreditation renewal requirements;	Medical Director or Center Director
3. Endorse the complete accreditation renewal requirements, including the notarized MOA, to HRD-CompBen Staff;	Center Manager
4. Facilitate the accreditation renewal from receipt of the complete requirements;	HRD-CompBen Staff
5. Facilitate the payment of the premium contributions;	HRD-CompBen Staff
6. Endorse a copy of the accreditation renewal documents to the Center Manager once done.	HRD-CompBen Staff



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WORK FLOW:





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FORMS: N/A

EQUIPMENT: N/A

REFERENCES:

1. PhilHealth Circular No. 2022-0029 entitled "Accreditation of Health Care Professionals (HCProfs)"





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APPROVAL:				
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