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	Department/Section:	Licensing
	Document Title:	PHILHEALTH ACCREDITATION OF DOTS CLINIC

### **PURPOSE:**

To provide guidelines on how to obtain accreditation from Philhealth for DOTS Clinic.

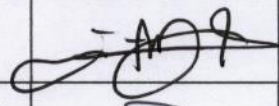
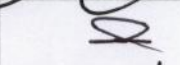
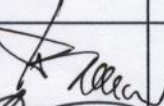

### **OBJECTIVE:**

This is required in all DOTS Clinic as an authority to claim the benefits of a PhilHealth member in lieu of the services/medications given to him/her.


### **RESPONSIBLE PERSON:**

President, SVP-Finance and Corporate Planning, VP-Medical Affairs, Medical Director, Licensing Section, Administrative Officer for DOTS Clinic, Radiologist, Pulmonologist, Allergologist, Physician for Clinical Services, Medical Technologist, RN, Radiologic Technologist

### **APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	JESUS MIGUEL Z. GARGANTIEL Licensing Specialist		02.2.2020
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		03-02-2020
Recommending Approval:	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	3/3 	3/3/20
Final approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/4/2020




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## PROCEDURE

1. The Licensing Clerk fills up three (3) copies of application form.
2. The Licensing Section Head brings the application forms to the Executive Office and have them signed by the President.
3. When the forms have been completely signed by all authorized signatories, the Licensing Clerk shall have them notarized.
4. The Licensing Clerk photocopies the following documents for attachment:
  - 4.1 Certificate issued by the DOH and the PhilCAT
  - 4.2 Certificate of previous PHIC Accreditation
  - 4.3 Accredited Health Care Professional card of Clinical Physician
  - 4.4 Updated PRC cards of all Accredited Physicians; like Radiologist, Pulmonologist and Allergologist
  - 4.5 PRC cards of Nurses and Medical Technologists
5. The Licensing Section Head requests from the Marketing Section or Engineering Department a copy of the pictures of the DOTS Clinic such as the building, office entrance, and working area.
6. The Licensing Section Head requests from the TB DOTS Clinic Supervisor to submit a list of supplies, equipment and drugs that they are using in the clinic.
7. The TB DOTS Supervisor provides a copy of DOTS Clinic Manual that contains the following:
  - 7.1 Policies and procedures in the DOTS Center
  - 7.2 Referral procedure on assigning DOTS' partners
  - 7.3 Detecting treatment defaulters and setting back into treatment
  - 7.4 Selection of treatment partner
  - 7.5 Safety precautions in a TB Laboratory
  - 7.6 Implemented procedures to identify and address the kinds of contamination of staff and patients from sources of infectious diseases
  - 7.7 Quality Assurance activity
  - 7.8 Referring patients to accredited and accessible x-ray facilities



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- 7.9 Supply, quality and safety of TB Drugs
- 7.10 Diagnostic committee's policies that are implemented and monitored
- 7.11 Leadership, management, and overall responsibility for the operations, resources and performance of the TB DOTS Center
- 7.12 Policies and procedures for referring patient to the TB Diagnostic Committee
- 7.13 Policies and procedures for managing patient information and efficient operation of the DOTS Center
- 7.14 PPMD – Microscopist
- 7.15 Proper waste disposal
8. The Licensing Clerk calls the PHIC Office to confirm the accreditation fee.
9. The Licensing Head fills in the cash revolving form to request payment for the accreditation fee.
10. The Licensing Head brings the cash revolving form to the Executive Office and have it approved or signed by the Senior Vice President for Finance.
11. The Secretary of SVP-Finance informs the Licensing Section to pick up the approved form.
12. The Licensing Section Head presents the form to the Cashier Section for encashment.
13. The Licensing Section Head submits the completed accreditation form together with the accreditation fee to the PHIC Office at the CAP Building located at Galo-Lacson Street.
14. The PHIC Accreditation In-charge checks the application form and the attachment, then he/she receives the fee and issues an official receipt for it.
15. The PHIC Accreditation In-charge stamps "**RECEIVED**" the file copy and returns it to the Licensing Section Head. Then he/she sends the other copy to the PHIC Head Office and retains the remaining copy for file.
16. The Licensing Section Clerk furnishes the SVP-Finance and Corporate Planning with a copy of the said document and the official receipt from the PHIC.
17. The Licensing Section and the DOTS Clinic waits for the coming of the PHIC Inspection Team to evaluate the submitted application for accreditation.

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18. If the team's recommendation is positive, the clinic waits for the issued certificate to arrive.
19. The Licensing Clerk photocopies the Certificate of Accreditation and posts the original copy in a conspicuous area, then files the photocopy.



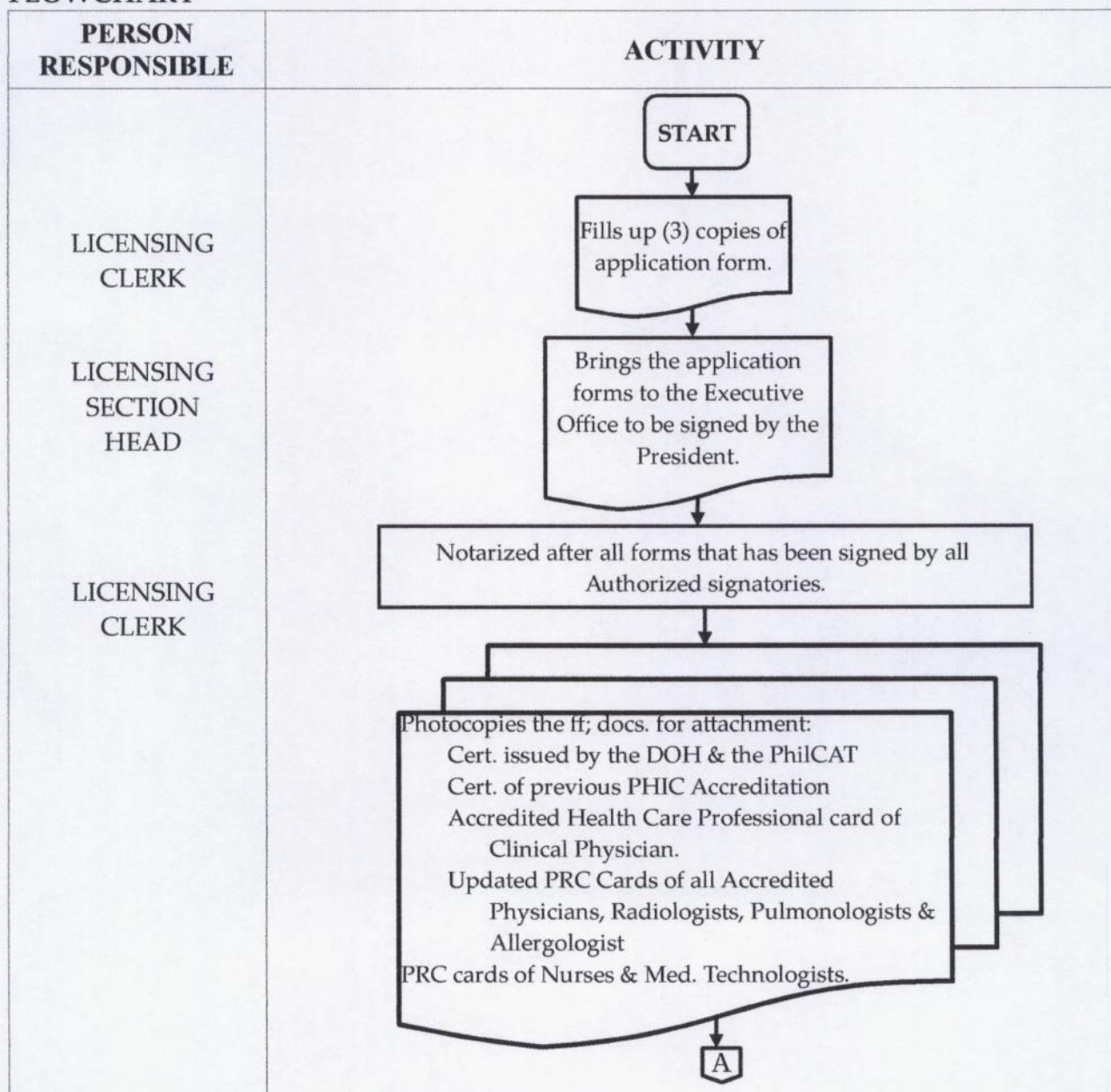


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## FLOWCHART





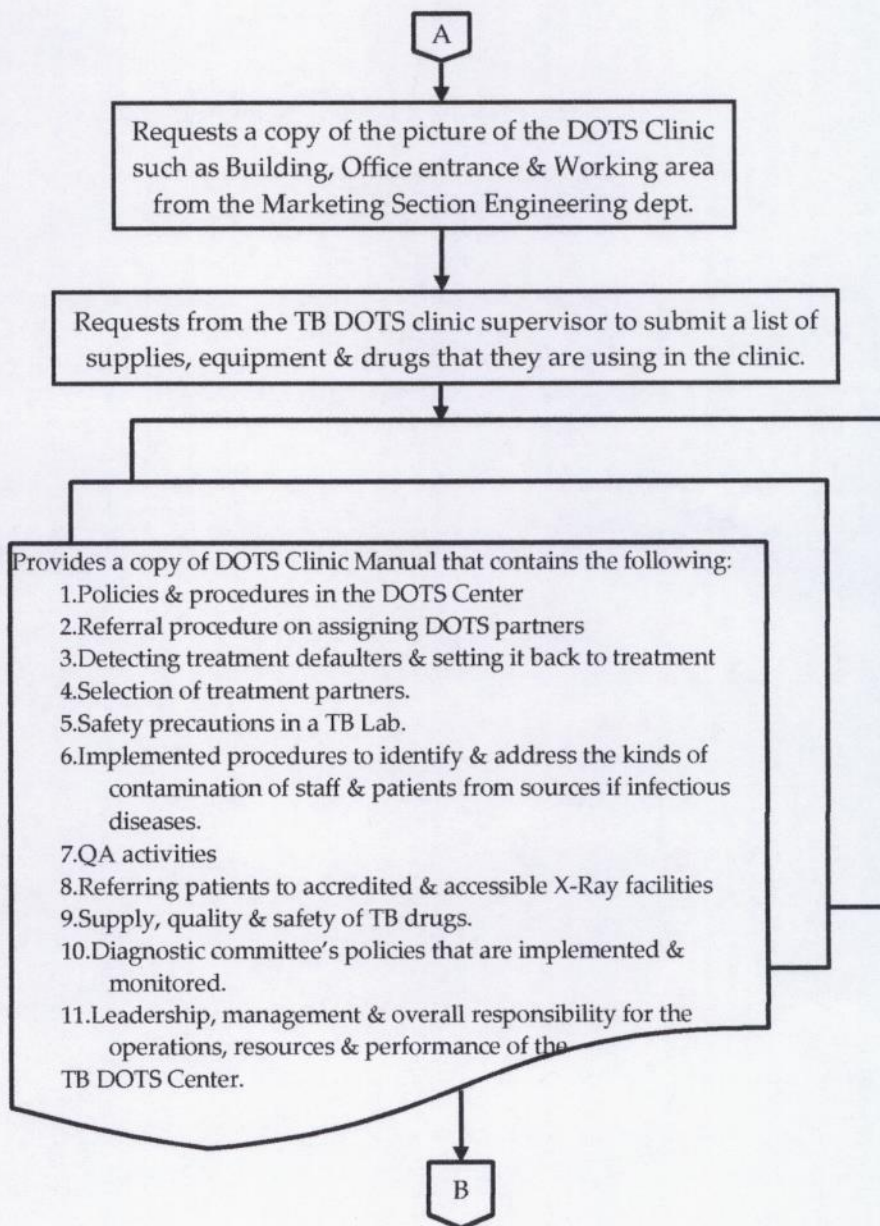
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LICENSING  
SECTION  
HED

TB DOTS  
SUPERVISOR



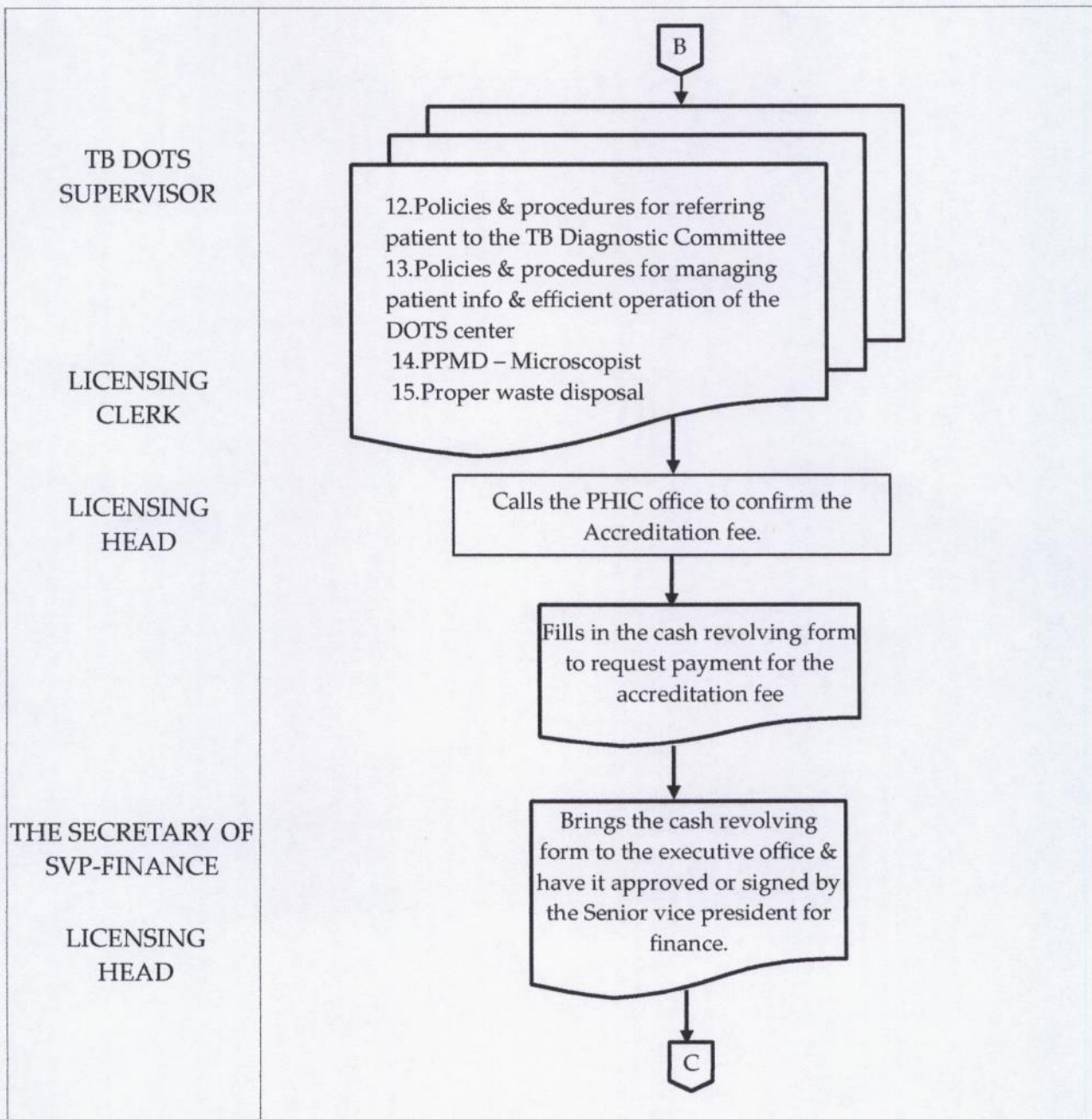


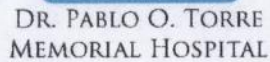


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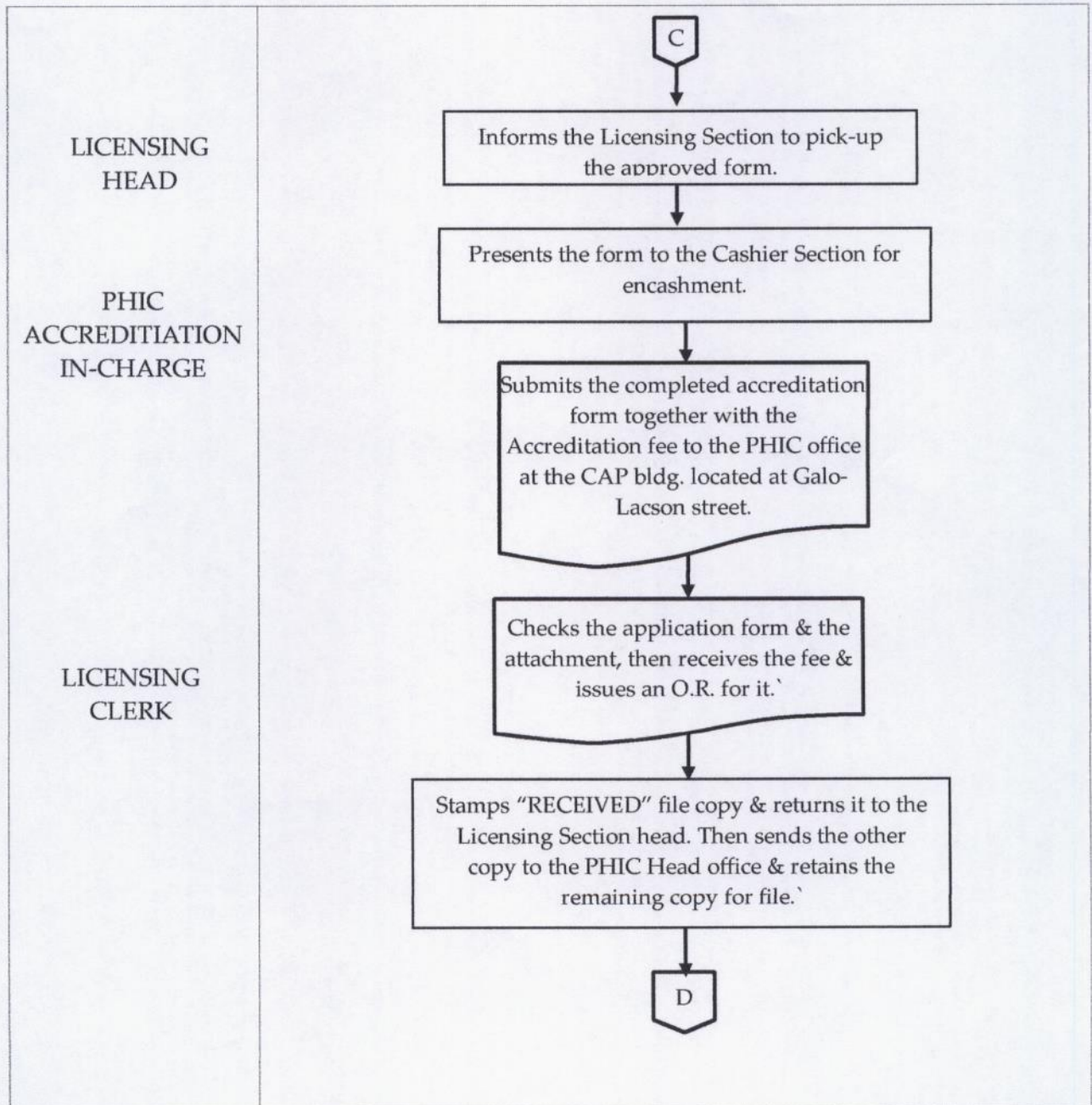
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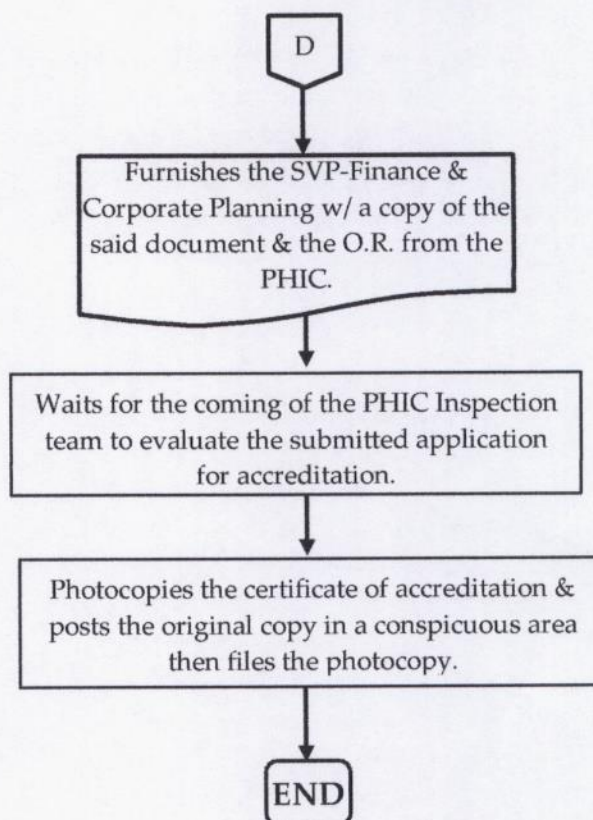
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LICENSING  
CLERK

LICENSING  
CLERK/DOTS  
CLINIC

LICENSING  
CLERK



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#### REFERENCE:

Guidelines from Local Government Unit of Bacolod City and Department of Health