

**[ PHILHEALTH CIRCULAR NO. 2018-0002, May 23, 2018 ]**

**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**

*Adopted: 23 January 2018*

*Date Filed: 23 May 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.

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 (Php1,500.00)
- 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 (Php1,500.00)
- 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 u 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 staffs 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.