

[PHILHEALTH CIRCULAR NO. 2018-0005, May 23, 2018]

GUIDELINES FOR ACCREDITATION OF FREE-STANDING FAMILY PLANNING (FP) CLINICS

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I. RATIONALE

The National Health Insurance Act of 2013 [Republic Act (R.A) 7875 as amended by RA 9241 and 10606] mandates PhilHealth to implement the National Health Insurance Program "to serve as a means to help people pay for health care services". Likewise, the Responsible Parenthood and Reproductive Act of 2012 (RA 10354) recognizes that the right to health includes reproductive health. Furthermore, it guarantees universal access to "medically-safe, non-abortifacient, effective, legal, affordable and quality reproductive health care services" with family planning information and health services as priorities.

PhilHealth implements benefit packages for family planning services to enable access of members especially women to health services that will improve their health and well-being. These benefit packages were being provided by accredited health care institutions such as hospitals and birthing homes.

The Department of Health (DOH) recognizes the role of primary care facilities as access points to safe and quality modern family planning (FP) services by issuing the "Guidelines and Procedures in the Certification of Free-Standing Family Clinics" (DOH Administrative Order (A.O.) 2017-002).

In line with PhilHealth's goal to increase access of its members to all benefit packages including those that are related to family planning services, it shall provide mechanisms to engage these free-standing family planning clinics as accredited providers.

II. COVERAGE

This Circular covers DOH Certified Free-Standing Family Planning Clinics and the health professionals that are affiliated with these facilities.

III. DEFINITION OF TERMS

A. Free-standing family planning clinics - refer to health facilities that provide modern FP services such as contraceptive pills and injectables, natural FP methods, contraceptive implants, intrauterine device (IUD) and no-scalpel vasectomy (DOH AO 2017-002).

B. Certificate of Compliance (as Family Planning Clinic) - is the certificate issued by the DOH Regional Office to a family planning facility after being assessed and evaluated based on a set of standards prescribed in DOH A.O. 2017-002.

IV. GENERAL GUIDELINES

A. Accreditation of Family Planning Clinics

1. Family Planning Clinics shall be considered as primary care facilities without beds and shall have a valid Certificate of Compliance as Free-Standing Family Planning (FP) Clinics from the Department of Health.

2. They shall be managed by a physician, nurse or midwife. The health staff should have training and proficiency on family planning.

3. They shall be accredited as PhilHealth providers of the following benefit packages:

- a. Insertion of IUD;
- b. No-scalpel vasectomy; and
- c. Subdermal contraceptive implant.

4. They shall have a quality improvement program with a copy of the Manual of Procedures (at least on Family Planning) within their facilities.

5. They shall have a referral arrangement with higher level facility/ies or participation in a functional Service Delivery Network (SDN) for referral of patients who warrant higher level of care.

6. They shall follow the process of accreditation according to Provider Engagement through Accreditation and contracting of Health Services (PhilHealth Circular 54, s-2012) and any subsequent revisions.

7. For initial accreditation, they shall submit the following requirements:

- a. Valid Certificate of Compliance as Free-Standing Family Planning Clinic from Department of Health Regional Office;
- b. Signed and notarized Performance Commitment;
- c. Accomplished Provider Data Record (PDR);
- d. Accreditation fee of Php1,500.00;
- e. Statement of Intent (SOI) if applicable;
- f. Electronic copies (in JPEG Format) of recent photos of the facility, both the interior and outside surroundings, with each picture completely labeled with the name of the facility and date taken; and
- g. Location map.

8. For renewal of accreditation, they shall submit the following within January 1 to 31 of the succeeding year:

- a. Valid Certificate of Compliance as Free-Standing Family Planning Clinic from Department of Health Regional Office;
 - b. Signed performance commitment;
 - c. Accomplished Provider Data Record;
 - d. Accreditation fee (Php1,500.00); and
 - e. Latest audited financial statement (submit on or before June 30 of the succeeding accreditation cycle).
9. Facilities that are already PhilHealth accredited and providing family planning services are not required to apply for separate accreditation as FP Clinics except for those birthing homes that intend to perform and claim for no-scalpel vasectomy. In this case, they have to apply for separate accreditation as FP Clinic.
10. Facilities with their Certificate of Compliance expiring within the accreditation period shall submit to PhilHealth an updated Certificate within sixty (60) calendar days prior to the expiration date.
11. Family Planning Clinic should be a PhilHealth Registered Employer with updated premium contribution (of their staff) as an employer.
12. For eligibility checking, claims submission, and processing, FP clinics shall have the following capabilities, facilities and equipment:
 - a. Access to Health Care Institution (HCI) Portal and submit claims electronically;
 - b. Knowledgeable staff authorized to access and send information;
 - c. Computer;
 - d. Document scanner;
 - e. Internet connection; and
 - f. Bank account for Auto Credit Payment Scheme (ACPS).

B. Accreditation of Professional Providers

1. The following are qualified professional providers in free-standing family planning clinics:
 - a. Physician;
 - b. Nurse; and
 - c. Midwife.
2. They shall have a valid license from the Professional Regulation Commission (PRC).
3. They shall adhere to the standards of practice and codes of ethics of their respective professions.
4. They shall comply with the provisions set forth in the Performance Commitment for Professionals and other requirements that may be determined by PhilHealth.