

**[PHIC PHILHEALTH CIRCULAR NO. 23, S. 2009,
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SINGLE EMPLOYER REGISTRATION PROCESS (SERP)

Pursuant to Section 15 of the Implementing Rules and Regulations of the National Health Insurance Act (RA 7875) as Amended by RA 9241 and the Anti-Red Tape Act of 2007 (RA 9485), a Memorandum of Agreement was signed on February 12, 2009 between the Social Security System (SSS) and Philippine Health Insurance Corporation (PhilHealth). The purpose of which is to streamline the employer registration processes through the adoption of **Single Employer Registration Process (SERP)** using a common Business Registration Form or BR-1.

Under the SERP an employer who register with SSS shall be considered registered with PhilHealth. Hence, the employer ***shall no longer be required*** to go personally to PhilHealth for registration.

All employer data received from SSS shall be processed by PhilHealth. The employer shall be issued of his/her PhilHealth Employer Number (PEN) which serves as the employer permanent identification number for all transactions with the Corporation.

After initial registration from SSS, the employer shall be required to submit within thirty (30) days the following post registration requirements:

PhilHealth	SSS
<ol style="list-style-type: none">1. Accomplished Report of Employee-Members (Er2);2. Member Data Record for employed member (M1a) supporting documents for declaration of dependents:<ul style="list-style-type: none">- Authenticated copy of marriage contract for spouse who is not working;- Authenticated copy of birth certificate for children below 21 years old;- Authenticated copy of birth certificate for parents upon 60 years old and above.	<ol style="list-style-type: none">1. Employment Report (SS Form R-1A);2. Specimen Signature Card (SS Form L- 501;3. Sketch of business address; and4. Validated Miscellaneous Payment Return Form (SS Form R-6) or Special Bank Receipt, showing payment for the Employer Registration Plate, if not paid initial registration.

Please be guided accordingly.