

**[PHIC PHILHEALTH CIRCULAR NO. 010, S. 2014,
March 03, 2014]**

**THE NEW ACCREDITATION PROCESS FOR HEALTH CARE
PROFESSIONALS AND GUIDELINES FOR CREDENTIALING AND
PRIVILEGING OF PROFESSIONALS**

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1. RATIONALE:

Pursuant to the new policies issued by the Corporation including the Implementing Rules and Regulations of Republic Act (RA) 10606, an act amending the National Health Insurance Act of 1995 (RA 7875, as amended) and the All Case Rates Policy No. 1 - Governing Policies in the Shift of Provider Payment Mechanism from Fee for Service to Case-Payment Mechanism (PhilHealth Circular No. 31 s. 2013), it is imperative that reforms in accrediting Health Care Professionals must be established as the Corporation pursues the aspirations of KaIusugan Pangkalahatan or Universal Health Care. Moreover, it is also the responsibility of the Corporation to render fast and efficient service to its stakeholders by adopting simplified procedures and requirements consistent with the Anti-Red Tape Act of 2007 (RA 9485). This directive has guided the Corporation in updating its procedures in engaging the Health Care Institutions in 2012.

In view of the foregoing, the Corporation endeavors to improve the accreditation process for health care professionals to ensure that members of the National Health Insurance Program (NHIP) and their dependents have better access to quality and cost-effective health care services.

II. OBJECTIVES

The new accreditation process for professionals aims to:

1. Establish a streamlined and effective process in accrediting health care professionals for the NHIP
2. Strengthen the monitoring system for PhilHealth accredited health care professionals
3. Recommend guidelines for health care institutions in its credentialing and privileging of its health care professionals

III. COVERAGE

This Circular shall apply to all health care professionals that are currently participating as well as those with intention to participate in the NHIP. These include:

1. Physicians
2. Dentists
3. Midwives
4. Other health care professionals as determined by PhilHealth

This Circular shall also apply to the health care institutions where these health care professionals are affiliated.

IV. DEFINITION OF TERMS

1. Affiliation - Is a process by which a health care institution accepts a health care professional as part of their health human resource and in so doing provides the health care professional practice privileges in their health care institution.
2. Continuous accreditation - given to accredited health care providers under basic participation provided that they comply with the requirements annually as prescribed by the Corporation. Continuous accreditation provides them uninterrupted participation to the Program but this privilege may be withdrawn at any time based on rules set by the Corporation.
3. Credentialing - the process established by a health care institution to obtain, verify, and assess the qualifications of a health care professional who applies for affiliation with their Institution.
4. Performance Commitment (PC) - a document signed by health care professionals who intend to participate In the Program, which stipulates their undertakings to provide complete and quality health services to PhilHealth members and their dependents. This document also reflects the willingness of health care provider to comply with PhilHealth policies on benefits payment, information technology, data management and reporting and referral, among others
5. Privileging - the process of giving appropriate practice privileges or benefits to health care professionals affiliated with the health care institution based on certain status, credentials or qualifications

V. GENERAL GUIDELINES

1. The following professionals, who are licensed by the Professional Regulation Commission, are automatically accredited and could participate in the NHIP provided that they submit the required documents (Annex A) that includes, among others, the signed Performance Commitment (PC), to the nearest PhilHealth office:
 - a. Physicians
 - b. Midwives
 - c. Dentists
 - d. Other professionals as determined by the Corporation
2. The accreditation process for health care professionals shall be streamlined through the following mechanisms:
 - a. Delegating the authority to PhilHealth Regional Offices (PROs) to process all applications for accreditation of health care professionals and to update their profiles in PhilHealth database.
 - b. Delegating the authority to the Chairperson of the Accreditation Committee to approve or deny the Motions for Reconsideration, including the authority to act on unresolved accreditation issues of health care professionals referred by the PROs to the Committee.

- c. Institutionalizing the continuous accreditation, until withdrawn, for health care professionals
3. Health Care Professionals may submit their application for initial accreditation and re-accreditation at any time of the year. These professionals may opt to pay the premium contribution of the remaining applicable quarter/s of the current year plus one year OR pay the remaining applicable quarter/s of the current year plus 2 years. The validity of accreditation of these professionals shall start from the day of submission of complete requirements and ends one day prior to the professional's birth date.
4. All HCPs must declare their membership in a national association, which is an Accredited Professional Organization by the Professional Regulation Commission (PRC). Physicians, likewise, must declare their membership in a specialty society recognized by the Philippine Medical Association. Health care professionals must recognize that their association/society plays a role in their continuing education and in regulating their profession.
5. All health care professionals shall undergo credentialing and privileging by its affiliated health care institution/s.
6. All currently accredited professionals shall sign and submit the PC (Annex B) on their subsequent application for continuous accreditation. The Warranties of Accreditation that they have signed shall remain valid until they renew their accreditation. Professionals who apply for re-accreditation and initial accreditation however, shall submit and sign the PC upon the effectivity of this Circular.
7. Payment of accreditation fee and certificate of good standing from the national association of professionals and/or specialty society of physicians are no longer required for application for accreditation. However, the names of the professionals must be reflected in the database of their respective national association and/or specialty society declared in their PC.
8. The validity period of accreditation of all professionals applying for continuous accreditation shall be a minimum of 1 year and maximum of 3 years. They may opt to pay their premium contributions equivalent for 1 year, 2 or 3 years, which shall be the basis of the accreditation validity to be granted for the professional.
9. Currently accredited health care professionals shall submit the documentary requirements not later than 45 days prior to their birthday to ensure their continuous accreditation to NHIP. Failure to submit the requirements within the prescribed period shall result in the withdrawal of their continuous accreditation. Accredited professionals shall inform PhilHealth immediately of any changes in their Personal Data Record (Annex C) to allow PhilHealth to update their record in the Corporation's database.
10. A Manual of Procedures and implementing guidelines shall be issued to facilitate the implementation of this Circular.

VI. GUIDELINES ON CREDENTIALING AND PRIVILEGING OF PROFESSIONALS

Credentialing and privileging of health care professionals shall be done by the health care institutions where they are affiliated. Thus, all health care institutions must establish the mechanism to verify the capabilities, qualifications and competence of a health care professional. If done properly, this system ensures that quality services are rendered to the members and dependents of the NHIP. The following