

[LTO MEMORANDUM, May 04, 2009]

**GUIDELINES OF CENTRAL OFFICE COMMITTEE ON
ACCREDITATION OF PHYSICIANS IN THE RESOLUTION OF CASES
OF ACCREDITED PHYSICIANS**

It has been observed during the recent ISO audit findings that there is no coordination between the Central Office and the Regional Office Committee on Accreditation of Physicians with regard to developments and findings in the whole accreditation scheme.

In this regard, the following guidelines shall be strictly implemented by the Central Office Committee on Accreditation of Physicians, to wit:

1. Inspection report shall be submitted by the inspecting team to the Chairman, Committee on Accreditation of Physicians within three (3) days after the conduct of the inspection.
2. Within three (3) days after the receipt of Inspection report, the Committee shall evaluate and prepare a letter to the concerned Accredited Physicians with offense.
3. The Accredited Physicians shall be given fifteen (15) days to answer the result of Inspection.
4. Committee shall resolve the case upon the receipt of answered letter within seven (7) days, the resolution to be signed by the Assistant Secretary.
5. It is the responsibility of the Central Office Committee to inform the Regional Committee of the delisting of the physician's name in case of unfavorable findings/resolution of his/her case.
6. Accordingly, RCAP shall be furnished an advance copy of the Resolution and updated list of Accredited Physicians through fax message or through facsimile report in addition to the official transmittal of the certified true copy through the usual process.

For guidance and strict compliance.

Adopted: 04 May 2009

(SGD.) ARTURO C. LOMIBAO
Assistant Secretary
