

**[ DOH ADMINISTRATIVE ORDER NO. 181, S. 2004,  
September 09, 2004 ]**

**REVISED RULES AND REGULATIONS GOVERNING  
ACCREDITATION OF MEDICAL FACILITIES FOR OVERSEAS  
WORKERS AND SEAFARERS**

**I.**

**Rationale:**

The growth and modernization of the shipping industry brought about many opportunities for Filipino seafarers who had been known and preferred for their adaptability, good communication skills, congeniality and love of work. As of year 2000, the Philippine Overseas Employment Administration (POEA) recorded 198,324 seafarers deployed, of which 12% are marine officers and 24% are ratings. An annual average deployment growth rate of 4% was observed from 1996 to 2000. This sector comprises 20% of the world's maritime labor force. These figures show that the Philippines provide the strongest manpower resource for the shipping industry, making the country "The Ship Manning Capital of the World".

The Philippine government remains sensitive to the needs of the Filipino seafarers, both domestic and international. To address the needs in current development and changes in the maritime industry A.O. 85-A s. 1990, "Revised Rules and Regulations Governing Accreditation of Medical Clinics and Hospitals and the Conduct of Medical Examination of Overseas Workers and Seafarers" is revised.

**II.**

**Objective:**

These rules and regulations are promulgated to regulate and continuously improve the standards of medical service for land-based overseas workers and seafarers for inter-island/overseas employment.

**III**

**Coverage:**

These rules and regulations shall apply to all medical facilities performing pre-employment medical examinations of land-based overseas workers and seafarers for inter-island/overseas employment.

**IV**

**Definition of Terms:**

**Accreditation** - a formal authorization issued by the DOH to an individual, partnership, corporation or association to operate a medical facility for overseas workers and seafarers.

**Accredited Medical Facility** - a DOH accredited clinic authorized to conduct PEME for land-based overseas workers and seafarers.

**Affiliated Specialist** - a physician with appropriate specialization who provides further evaluation on PEME borderline result and management of cases on temporary unfitness.

**Agency** - private recruitment entity, employment agency or manning agency duly authorized/licensed by the POEA, and Department of Labor and Employment to recruit and deploy workers for overseas.

**BHFS** - acronym for Bureau of Health Facilities and Services. A regulatory body of the DOH that will exercise accreditation and regulation function under these rules and regulations.

**CHD** - acronym for Center for Health Development, which is the DOH Regional Field Office.

**DOH** - acronym for Department of Health

**Medical Expert** - a physician who is either a diplomate or fellow of a specialty board and a recognized authority of a particular field of medicine. He/she shall be a member of the Peer Review Committee.

**PEME** - acronym for Pre-employment Medical Examination. It refers to the complete medical examination during screening to determine physical and mental fitness to work.

**PTC** - acronym for Permit to Construct. It is a formal authorization issued by the DOH to any person, association, partnership, corporation desiring to construct, alter, expand or renovate an existing medical facility. It is a prerequisite for the accreditation of a facility.

**Seafarer** - can either be an inter-island or overseas seafarer.

- a. Inter-island seafarer - sailing/working within the Philippine seas.
- b. Overseas seafarer - sailing/working outside the country.

**Secondary clinical laboratory** - a laboratory that provides the following:

- a. Routine hematology (complete blood count or CBC) - includes hemoglobin mass concentration, erythrocyte volume fraction (hematocrit), leucocytes number concentration (white blood cell or WBC count) and leucocytes type number fraction (differential count), qualitative platelet determination.
- b. Routine urinalysis
- c. Routine fecalysis
- d. Blood typing - hospital based
- e. Quantitative platelet determination - hospital based
- f. Routine clinical chemistry - includes blood glucose substance concentration, blood urea nitrogen concentration, blood uric acid

g. substance concentration, blood creatinine concentration, and blood total cholesterol concentration.

h. Cross matching - hospital based.

## **V.**

### **Policies and Guidelines:**

#### **A. Classification:**

1. Regular Medical Facility for Overseas Workers and Seafarers - conducts PEME for land-based overseas workers and seafarers for inter-island/overseas employment.

#### **2. Special Medical Facility for Overseas Workers and Seafarers -**

2.1 Seafarer's Medical Facility - conducts PEME exclusively for seafarers for inter-island/overseas employment.

2.2 Land-based Medical Facility - conducts PEME exclusively for land-based workers for overseas employment.

#### **B. Technical Requirements:**

All Medical Facilities for Overseas Workers and Seafarers are required to:

1. comply with the Technical Requirements for Accreditation stated in Annex A<sup>\*</sup>.

2. follow the operational guidelines prescribed by the DOH in the conduct of PEME as stipulated in Administrative Order No. 1, s. 2003.

3. have a Quality Standard System that is well documented and implemented.

#### **C. Certificate of Accreditation:**

1. The Certificate of Accreditation shall be granted in accordance with prescribed accreditation requirements and on the basis of specific conditions and limitations.

2. The accreditation as herein granted as well as any right under the accreditation cannot be assigned or otherwise transferred directly or indirectly to any party.
3. A separate accreditation shall be required for all medical facilities or branches maintained in separate premises but operated under the same management.
4. Change in location as well as change of regular/retainer staff/personnel shall be prepared and submitted in writing fifteen (15) days from the effectivity of such change for BHFS approval.
5. Filing of application for renewal of accreditation maybe made ninety (90) days prior to its expiration. A Certificate of Accreditation not renewed after expiration is considered lapsed. Such application shall be treated as new application.
6. The Certificate of Accreditation shall be posted in a conspicuous space readily seen by the public. A copy of these rules and regulations shall be readily available for reference and guidance of the staff and personnel.

## **VI**

### **Procedural Guidelines:**

#### **A. Issuance of PTC**

1. Applicant requests relevant information and prescribed form from the BHFS in person, or through mail, email or internet.

Documentary requirements:

- 1.1 Duly accomplished and notarized application for PTC.
  - 1.2 Four (4) sets of Floor Plans signed and sealed by an Architect and/or Engineer.
  - 1.3 DTI/SEC registration
2. Applicant accomplishes required documents and submits to the BHFS. Upon filing of application, the applicant pays the PTC fee of three hundred pesos (Php 300.00) to the DOH cashier in person or through postal money order.
  3. The BHFS reviews the floor plan and approves or disapproves the issuance of PTC.

-If approved, the BHFS issues a PTC to the applicant.

- If disapproved, the BHFS returns the floor plan together with their findings and recommendations to the applicant. The applicant makes necessary revisions as prescribed in the documents. The applicant submits the revised documents to the BHFS for another review.