

DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

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December 27, 2013

DIVISION MEMORANDUM

No. 364 S. 2013

DepEd-MALAYBALAY CITY DIVISION

004
RELEASED

Date 1/2/14 Time 10:36AM
By Anabelle

**DISSEMINATING REGIONAL LETTER DATED DECEMBER 20, 2013
(UNNUMBERED PHILHEALTH AND DEPED JOINT CIRCULAR, S. 2013 RE: IMPLEMENTING
GUIDELINES OF PHILHEALTH CIRCULAR NO. 10, S. 2013 EXPANSION OF PRIMARY
CARE BENEFIT 1 (PCB1) PACKAGE TO COVER PERSONNEL
OF THE DEPARTMENT OF EDUCATION)**

TO : Promotional Staff
Public Schools District Supervisors
School Heads (Elementary and Secondary)
Section Heads
All Others Concerned

FROM :  **EDILBERTO L. OPLENARIA**
Schools Division Superintendent

1. For information and guidance of all concerned, this Office hereby disseminates the herein Regional letter dated December 20, 2013 re: **Unnumbered PhilHealth and DepEd Circular, s. 2013 re: Implementing Guidelines of PhilHealth Circular No. 10, s. 2013 Expansion of Primary Care Benefit 1 (PCB 1) Package to cover Personnel of the Department of Education**, which is self-explanatory.
2. For widest dissemination.

Encl.:
As stated

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Department of Education
REGION X- NORTHERN MINDANAO
Gregorio A. Pelaez Sr. Memorial Sports Center
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December 20, 2013

The Schools Division Superintendents
This Region

Dear Sir/Madam:

Greetings!

Attached herewith is the draft of the unnumbered PhilHealth and DepEd Joint Circular, s. 2013 **re: Implementing Guidelines of PhilHealth Circular No. 10, s-2013 Expansion of Primary Care Benefit 1 (PCB 1) Package to cover Personnel of the Department of Education (DepEd).**

For your information and guidance.

Thank you very much.

Very truly yours,

INGRID G. RACOMA, Ph.D., CESO V
Schools Division Superintendent
Officer In-Charge
Office of the Regional Director

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Incl.: PhilHealth and DepEd Joint Circular





Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City

DEPARTMENT OF EDUCATION

DepEd Complex, Meralco Avenue, Pasig City, Philippines

Frederick

October 03, 2013

PhilHealth AND DepEd JOINT CIRCULAR

No. _____, s-2013

**TO : DepEd CENTRAL OFFICE, REGIONAL OFFICES, AND
DIVISION OFFICES OF PROVINCIAL AND CITY SCHOOLS**

**ALL PhilHealth REGIONAL OFFICES, HEALTH CARE
DELIVERY MANAGEMENT DIVISIONS, FIELD OPERATION
DIVISIONS, AND LOCAL HEALTH INSURANCE OFFICES**

**SUBJECT : Implementing Guidelines of PhilHealth Circular No.10, S-2013
Expansion of Primary Care Benefit 1 (PCB 1) Package to Cover
Personnel of the Department of Education (DepEd)**

The implementing guidelines on the expansion of Primary Care Benefit 1 (PCB 1) Package to cover teaching and non-teaching personnel of the Department of Education (DepEd), subject of PhilHealth Circular No.10, s-2013, is hereby issued for the information and guidance of all concerned.

A. Collaboration Between PhilHealth and DepEd Offices

1. PhilHealth and DepEd Central Office shall regularly meet to address issues on implementation and operationalization of PCB1 for DepEd Personnel and monitor its progress.
2. PhilHealth shall initiate meetings with concerned DepEd offices in their respective areas to facilitate the following
 - a. conduct of orientation of PhilHealth personnel
 - b. conduct of orientation of DepEd personnel
 - c. identification of PCB 1 providers for DepEd personnel, and
 - d. assignment of DepEd personnel to PCB 1 providers
3. PhilHealth personnel shall emphasize and reiterate in dialogues/fora involving PCB 1 providers and/or DepEd personnel that PCB 1 services, such as diagnostic examinations, are provided on an "as needed" basis upon recommendation by the PCB 1 physician. Individual health profiling that includes history-taking and complete physical examination is performed as part of the package.

B. Identification of DepEd Preferred PCB 1 Providers

1. PhilHealth shall provide DepEd administrative/personnel offices a list of PCB 1 providers located in their province.
2. From this list, DepEd administrative/personnel offices shall identify preferred PCB 1 providers for their employees in the different school districts.
3. The DepEd school district offices shall then accomplish the List of Provider Assignment of DepEd Personnel (**Annex A**).

4. The list shall be submitted in both electronic spreadsheet and paper format to the DepEd division office who shall then forward this to PhilHealth.
5. For personnel without a PhilHealth Identification Number (PIN), the DepEd division office shall coordinate with PhilHealth for its issuance.

C. Assignment of Members to PCB 1 Providers

1. Upon receipt of the list (Annex A), PhilHealth shall validate the data against its membership database. Any discrepancy shall be referred to the concerned DepEd division office for reconciliation/correction.
2. After validation, PhilHealth shall consolidate the lists of assignment per PCB 1 provider. These shall then serve as the Masterlists of DepEd Personnel assigned in PCB1 providers.
3. PhilHealth shall distribute the masterlists to the preferred PCB 1 providers.
4. In cases of newly-hired, transferred, retired, resigned personnel, etc., the DepEd division office shall update and submit the list (Annex A) to PhilHealth not later than 15 days before the succeeding quarter.

Ex. For updates to be included in the 4th Quarter of 2013 masterlist, the list of additional DepEd personnel assigned/transferred to a PCB1 provider shall be submitted on September 15, 2013.

D. Monitoring

1. PhilHealth shall ensure the provision of quality services by PCB 1 providers through regular performance monitoring and inspection of the facilities.
2. PhilHealth shall facilitate the accurate assignment, enlistment, and profiling of personnel to ensure that they are assigned and enlisted to PCB 1 providers before the end of the 1st quarter of 2014.
3. PhilHealth shall secure feedback from PCB 1 providers and DepEd division offices on the services provided to personnel.
4. PhilHealth and DepEd shall monitor the program.

E. Engagement of DepEd Division Clinics as PCB 1 Providers

1. PhilHealth shall encourage DepEd Division Clinics to register as PCB 1 providers especially in areas where there are no PCB 1 providers.
2. PhilHealth shall receive the applications for participation of DepEd Division Clinics and DepEd shall ensure submission of the following:
 - a. Performance Commitment signed by the head of DepEd Division Office
 - b. Completely filled out Provider Data Record (PDR). This form may be downloaded from the PhilHealth website http://www.philhealth.gov.ph/downloads/accreditation/pdr_010713.pdf
 - c. Copy of Memorandum of Agreement (MOA) with a referral facility for diagnostic services that are beyond the PCB 1 provider's service capacity.
 - d. Proof of payment of Registration Fee
3. PhilHealth shall provide technical assistance to DepEd Clinics on the following:
 - a. Registration as PCB 1 provider, including explanation of the provisions in the Performance Commitment
 - b. Orientation on PCB 1
 - c. Filling up of PCB 1-related forms
 - d. Timing and manner of report submission (including web-based submission), calculation and timing of PFPR releases
 - e. Providing clear and simple interpretations of the provisions set forth in the PCB 1 package
 - f. Facilitate translation of Information and Communication Technology requirements of PhilHealth

Annex A. List of Provider Assignment of DepEd Personnel

LIST OF PROVIDER ASSIGNMENT OF DepEd PERSONNEL

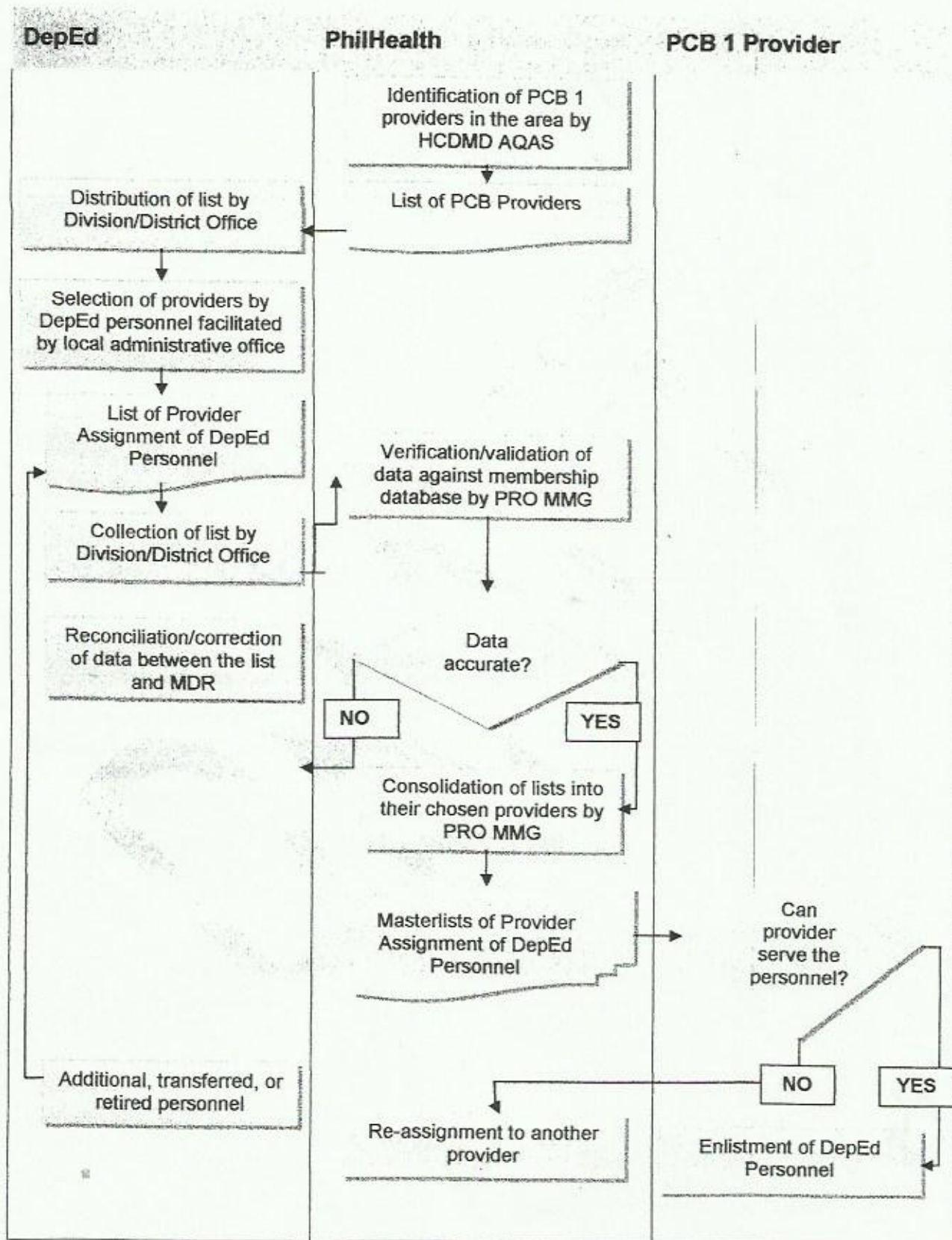
PCB 1 Provider	Name of PCB 1 Provider
DepEd Office	Name of DepEd Office

PhilHealth Identification Number (PIN)	Last Name	First Name	Middle Name	Birthdate	Residential Address	Number of PhilHealth Dependents	Preferred PCB 1 Provider
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

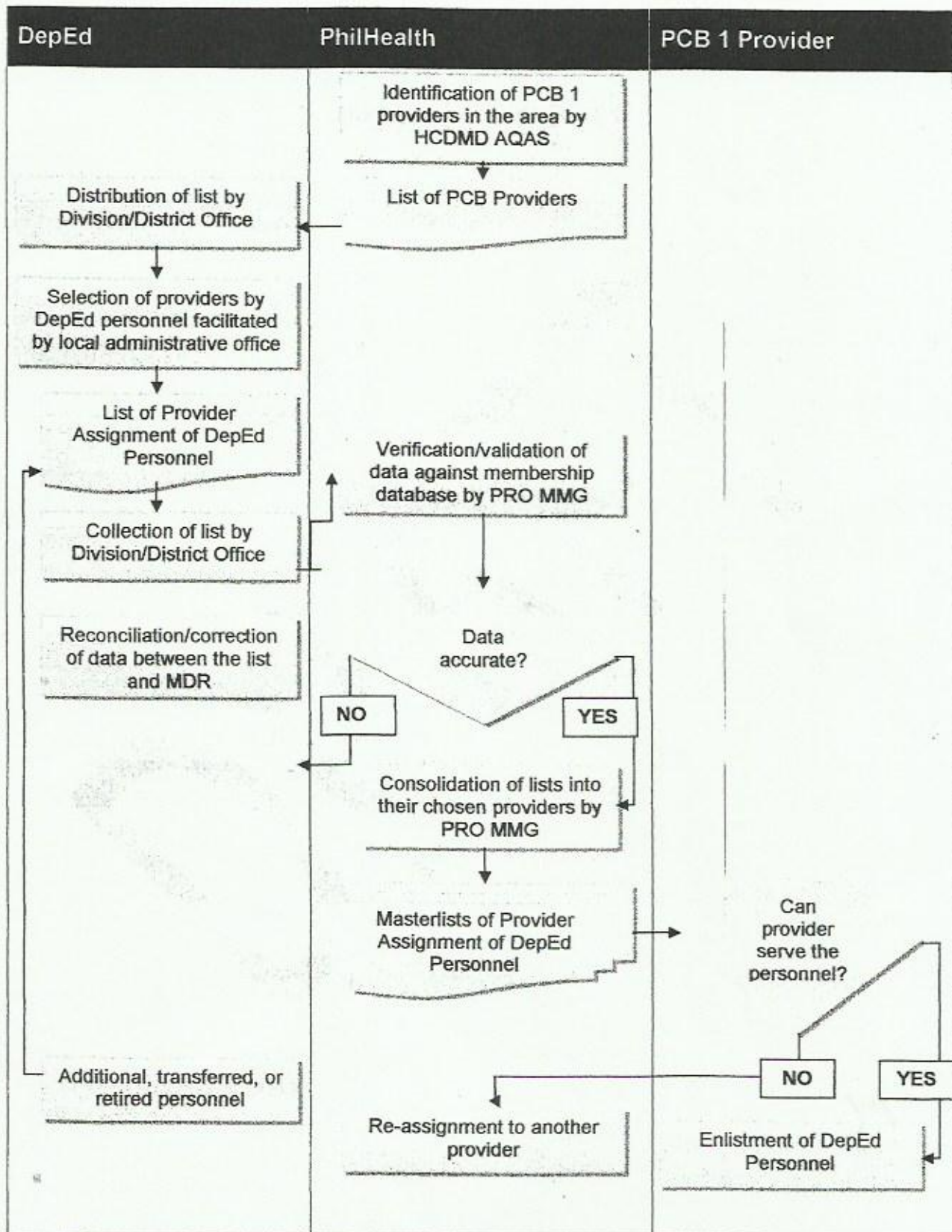
NOTE: For personnel without PIN, place them on the last part of the list.

Signature	Date	Signature	Date	Signature	Date
Prepared by Name Administrative/Personnel Officer		Recommending Approval Name Assistant Schools Division Superintendent		Approved by Name Schools Division Superintendent	

Annex C. Process Flowchart of Identification, Assignment, and Enlistment to PCB 1 Provider



Annex C. Process Flowchart of Identification, Assignment, and Enlistment to PCB 1 Provider



g. Referral to Department of Health and/or other institutions for any skills and technical training required by PCB 1 providers to deliver the services included in the package

F. Payment Mechanism for Accredited/Engaged DepEd Division Clinics as PCB 1 Provider shall be guided by PhilHealth Circular No.10, S2013 (Annex B)

G. Miscellaneous Provision

Any issue that may arise during the course of implementation not covered by this Joint Circular shall be resolved jointly by DepEd and PhilHealth.

H. Separability Clause

In the event that a part or provision of this Joint Circular is declared unauthorized or rendered invalid by any Court of Law or competent authority, those provisions not affected by such declaration shall remain valid and effective.

I. Effectivity

This Joint Circular shall take effect immediately.

G. Annexes

1. Annex A. Masterlist
2. Annex B. PhilHealth Circular 10 s. 2013
http://www.philhealth.gov.ph/circulars/2012/circ10_2012.pdf
3. Annex C. Process Flowchart of Identification, Assignment, and Enlistment to PCB 1 Provider

For compliance of all concerned.

DR. ENRIQUE T. ONA
Secretary, Department of Health
and Chairman, PhilHealth Board

BR. ARMIN A. LUISTRO, FSC
Secretary, Department of Education

ALEXANDER A. PADILLA
President and CEO, PhilHealth

Handwritten signature

ANNEX C1. STANDARDS FOR ACCREDITATION OF PHILHEALTH PRIMARY CARE PACKAGE PROVIDERS

I. Service Capability

A. Preventive / Screening Services and Health Education

1. Consultation
 - a) Medicine
 - b) General Surgery
 - c) Obstetrics and Gynecology
 - d) Pediatrics
2. Visual Inspection with Acetic Acid (VIA)
3. Regular blood pressure measurements
4. Breastfeeding Program Education
5. Periodic clinical breast examination
6. Counselling for lifestyle modification
7. Counselling Smoking cessation
8. Body measurements
9. Digital rectal examination (for males)

B. Diagnostic Services:

1. Complete Blood Count
2. Urinalysis
3. Fecalalysis
4. Sputum microscopy
5. Fasting Blood Sugar (FBS)
6. Lipid profile
7. Chest x-ray

II. Technical Standards

A. General Infrastructure

1. Clear sign bearing the name of the health facility
2. Clear sign indicating it is a PhilHealth provider (for renewal only)
3. Large sign enumerating the health services that the facility provides including the components of the Primary Care Benefit Package
4. Generally clean environment, with prohibition for smoking
5. Adequate lighting/ electric supply
6. Adequate clean water supply
7. Sufficient seating for patients in a well ventilated area
8. Examination Area
9. Consultation area (separate from examination area)
10. Safe area for record storage
11. Toilet
12. Adequate signages (entrance and exit)
13. Emergency Preparedness Plans (exit/ evacuation plans)
14. Fire safety provision
15. Puncture proof receptacles for disposal of pointed/ sharp objects
16. Properly segregated and labeled waste bins for different kinds of wastes

17. Non-slippery floors
18. Provision for hand hygiene/ washing
19. Area for cleaning instruments
20. Safe storage for drugs and medicines
21. Safe storage of laboratory reagents (if applicable)
22. Well ventilated sputum collection area (if applicable)

B. Equipment and supplies

1. Non-mercurial BP Apparatus
2. Non-mercurial thermometer
3. Stethoscope
4. Weighing scale (adult)
5. Weighing scale (infant)
6. Tape measure
7. Nebulizer
8. Lubricating jelly
9. Disposable needles & syringes
10. Sterile cotton balls
11. Sterile cotton swabs
12. Applicator stick
13. Disposable gloves
14. Specimen cups/bottles
15. Sterilizer or its equivalent
16. Vaginal speculum (big)
17. Vaginal speculum (small)
18. Decontamination solutions
19. 70% Isopropyl alcohol
20. 3% to 5% Acetic acid
21. Glass slides
22. Storage cabinet for sterile instruments and supplies

C. Additional Requirements for facilities with laboratory services

1. For CBC
 - a) Microscope
 - b) Centrifuge
 - c) EDTA Test tube
 - d) Capillary
 - e) Blood lancets
 - f) pipettes
- And if manual
 - a) Hematoxylin and Eosin stain
 - b) Hema color
 - c) Methylene blue stain
 - d) Microhematocrit reader
 - e) Hemoglobinometer kit/acid hematin
 - f) Comparator block
 - g) Differential counter
 - h) Hemocytometer
 - i) Tally counter

- Or if automated
 - a) Hema analyzer
 - b) Reagents
- 2. For lipid profile and FBS
 - a) Plain test tubes
 - b) Blood chemistry analyzer machine
 - c) Reagents
 - d) Centrifuge
- 3. For urinalysis
 - a) Dip stick for qualitative urine analysis
- 4. Fecalysis
 - a) Applicator stick
 - b) NSS
 - c) microscope
 - d) Glass Slides
 - e) Cover slips
- 5. For sputum microscopy
 - a) Microscope
 - b) Glass slides
 - c) Bunsen burner
 - d) Stains for acid fast bacilli (AFB)
- D. Additional requirements for facilities with chest x-ray
 - 1. X-ray machine
 - 2. X-ray films
 - 3. Developer and fixative solutions or automatic processor
- E. Drugs and Medicines (Based on DOH-recommended buffer stocks)
 - 1. For asthma
 - a) Inhaled corticosteroids
 - b) Short acting beta 2 agonists (inhalation solution or metered dose inhaler)
 - c) Oral or systemic corticosteroids
 - 2. For Acute Gastroenteritis (AGE) with no or mild dehydration
 - a) Oral Rehydration Salts
 - 3. For Upper Respiratory Tract Infection/Pneumonia (minimal and low risk)
 - a) Amoxicillin and
 - b) Macrolide and
 - c) Beta lactams with beta lactamase inhibitors and/or
 - d) 2nd generation cephalosporins
 - 4. For Urinary Tract Infection
 - a) Oral fluoroquinolones and
 - b) Co-trimoxazole

III. Document Review

- A. Department of Health (DOH) license for laboratory (if with laboratory services)
- B. DOH license for X-ray (if with x-ray services)
- C. Manual of Operations with the following
 - a) Mission / Vision (Initial/Re-accreditation)
 - b) Organizational chart

- c) Clinical Practice Guidelines/algorithm in evaluation and management of most common diseases including the following:

1. Hypertension
2. Diabetes Mellitus
3. Bronchial asthma
4. Upper Respiratory Tract infection
5. Acute Gastroenteritis
6. Community Acquired Pneumonia
7. Urinary tract infection

D. Records and Reports

1. Inventory of drugs and medicines
2. Inventory of reagents and chemicals
3. Copies of Certificates of training
4. Annual Statistical Report (including morbidity and mortality)
5. Maintain the following records, or its equivalent, in the health facility
 - a) Individual health profile in family folders (Annex A1)
 - b) PCB Patient Ledger (Annex A3) or its equivalent
 - c) Semestral Report of PCB Services Availed by PCB1-entitled Members and Dependents (Annex A5) or its equivalent
 - d) Consult list of **non-NHIP patients with family folder in the facility**
 - e) Logbook for daily consultation for general health services, or its equivalent
 - f) Field Health Services Information System (FHSIS)
6. Copies of/ Electronic reports submitted to PhilHealth
 - a) Masterlist of PCB-entitled members
 - b) PCB Provider clientele health profile
 - c) OPB Quarterly Report form
 - d) PhilHealth Capitation Fund utilization report

E. Copies of contracts

1. Memorandum of Agreement (MOA) with Interlocal Health Zone/Health System (if applicable) or contract for outsourced laboratory/x-ray services
2. MOA or contract with facilities with higher level of care for referral of patients

F. Manuals and Logbooks

1. Operating manuals of machine (if applicable)
2. Maintenance logbook of machines (if applicable)
3. Quality control of laboratory tests (if applicable)

IV. Human Resource

- A. Licensed Doctor
- B. Licensed Nurse
- C. Licensed Midwife
- D. Licensed Medical technologist (if with laboratory services)
- E. Licensed Radiology technician (if with x-ray services)

V. Training

- A. Training on visual inspection with acetic acid
- B. Training on sputum microscopy (if applicable)