

Republic of the Philippines PHILIPPINE HEALTH INSURANCE CORPORATION Citystate Centre Bldg., 709 Shaw Boulevard, Pasig City Healthline 441-7444 www.philhealth.gov.ph



PHILHEALTH CIRCULAR No. 011 - 2015

ALL MEMBERS OF THE NATIONAL HEALTH INSURANCE ' PROGRAM, ACCREDITED HEALTH CARE PROVIDERS, ALL PHILHEALTH OFFICES AND ALL OTHERS CONCERNED

SUBJECT **OUTPATIENT HIV/AIDS TREATMENT (OHAT) PACKAGE** : (PhilHealth Circular 19, s 2010) REVISION 1

I. RATIONALE

TO

In support of the United Nation's Millennium Development Goal Number 6 to halt or reverse the incidence of Human Immuno-deficiency Virus (HIV)/Acquired' Immune Deficiency Virus (AIDS) by 2015, PhilHealth through Board Resolution No. 1331, series of 2009 has approved the implementation of an outpatient HIV/AIDS treatment package. This benefit aims to increase the proportion of the population having access to effective HIV/AIDS treatment and patient education measures. Guidelines for provider accreditation and benefit delivery are defined in PhilHealth Circular 19, s 2010. To align it with the "All Case Rate Policy" of the Corporation, the guidelines of the said circular are hereby amended.

II. SCOPE AND COVERAGE

This issuance contains guidelines for reimbursement of Out-Patient HIV/AIDS Treatment (OHAT) Package. This shall apply to all accredited health care institutions that are designated by Department of Health as HIV/AIDS treatment hubs.

Italicized parts of this issuance reflect the amendments and additional guidelines of the OHAT Package.

III. GENERAL RULES



A. Accreditation of OHAT Providers

There shall be no separate accreditation for HIV/AIDS Treatment Hubs as OHAT Package providers, as long as they are PhilHealth accredited health care institutions (HCIs). In cases when there are gaps in facility accreditation, claims for the said affected quarter/s will not be paid. Accreditation of HCIs shall be in accordance with PhilHealth Circular 54, s 2012, Provider Engagement thru Accreditation and Contracting of Health Services and subsequent issuances.

As prescribed by PhilHealth Circular 2, s-2014 (Enhanced Health Care Institution Portal), HCIs shall have the HCI Portal installed in their facility. To ensure confidentiality, the treatment hub shall have a dedicated HCI Portal user separate from the one used by the facility for its general admissions and other PhilHealth claims.

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3. HIV/AIDS treatment hubs are required to create a trust fund for reimbursement of OHAT Package.

4. In line with PhilHealth Circular 31, s. 2013 (All Case Rates Policy No. 1) that professional services must be provided by accredited bealth care professionals, physicians in treatment hubs must be PhilHealth accredited starting January 1, 2016. Guidelines for accreditation of physicians are provided in PhilHealth Circular 10, s 2014 (The New Accreditation Process for Health Care Professionals and Guidelines for Credentialing and Privileging of Professionals). For initial accreditation, physicians shall submit to the nearest PhilHealth Local Health Insurance Office or Regional Office the following documents:

a. Properly accomplished Provider Data Record for professionals;

b. Signed Performance Commitment;

c. Updated PRC License or its equivalent;

- d. Two (2) pieces of 1x1 photo;
- e. Proof of payment of premium contribution; and
- f. Certificate of completed residency training or specialty board certificate if applicable.

B. Eligibility Rules for Members and Dependents

As stated in PhilHealth Circular 32, s. 2014 (Clarification in the application of qualifying to ensure entitlement to benefits), all members and their qualified dependents are eligible if their premium contributions are paid for at least three (3) months within the six (6) months prior to the first day of availment. The qualifying six months is inclusive of the confinement month.

Sponsored, *Indigent* and Overseas Workers Program members are entitled to the package if the period of treatment falls within the validity periods of their membership as stated in the *MDR/PBEF*.

C. Availment of OHAT Package

1. The Outpatient HIV/AIDS Treatment (OHAT) Package shall be paid through a case based payment scheme. Annual reimbursement is set at thirty thousand pesos (Php 30,000.00).

2. Only HIV/AIDS cases confirmed by STD/AIDS Central Cooperative Laboratory (SACCL) or Research Institute for Tropical Medicine (RITM) requiring treatment shall be covered by the package.

- Excluded in this OHAT Package are the following:
 - a. Diagnosis of HIV/AIDS with no laboratory confirmation
- b. HIV/AIDS cases with no indication for anti-retroviral therapy
- c. Management of patients for pulmonary tuberculosis co-infection.
- d. Illness (opportunistic infections) secondary to HIV/AIDS that requires hospitalization
- e. HIV/AIDS cases requiring confinement are covered under the regular inpatient benefit of PhilHealth.
- A separate package for TB-DOTS may be reimbursed in accredited TB-DOTS facilities. A member may avail of both the OHAT and TB-DOTS packages simultaneously.
- This package shall only be availed from PhilHealth accredited HCI that are DOH designated HIV/AIDS Treatment Hubs.

Package shall be based on the Policies and Guidelines on the Use of Antiretroviral Therapy among People Living with Human Immunodeficiency Virus (HIV) and HIV-exposed Infants prescribed by the Department of Health (DOH). All treatment hubs in accredited facilities are required to follow the guidelines set by the DOH.

IV. SPECIFIC RULES

1. Covered items under this benefit are drugs and medicines, laboratory examinations based on the specific treatment guideline including. Cluster of Differentiation 4 (CD4) level determination test, viral load

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(if warranted) and test for monitoring of anti-retroviral (ARV) drugs toxicity and professional fees of providers.

2. The package will be released in four (4) quarterly payments at Php 7,500 pesos per release payable to the health care institution. The treatment hub shall only file one claim for each patient per quarter regardless of the number of consultations. However, if there are no services provided (i.e. no consultation), there will be no payment for that quarter. For example:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Covered	January 1 to	April 1 to	July 31 to	October 1 to
Period	March 31	June 30	September 30	December 31
Date/s	January 4	April 6	none	November 30
consulted to				
treatment hub	March 30	محصب و	i anna ta anna	
Payment for	Php 7,500.00	Php 7,500.00	none	Php 7,500.00
the quarter	·	_	an a	

- 3. The rule of single period of confinement shall not apply to this Package. However, only 1 claim per quarter may be filed and it is equivalent to Php7,500. Any other claim filed within the same quarter will be denied.
- 4. Each quarterly claim shall be charged one (1) day against the 45-day annual benefit limit or a *maximum* of 4 days per year
- 5. *When a patient* transfers from one treatment hub to another, the following rules shall apply: a. A referral letter to the receiving facility must be accomplished.
 - b. The accredited facility that provided the services for the applicable quarter shall file the claim.
 - c. If patient transfers within the same quarter, the referring facility shall file the claim. Claims for subsequent quarters shall be filed by the second facility.
 - d. If there are no claims filed by the referring facility, claims filed by the referral facility within the applicable quarter shall be paid.

Claims Availment and Processing

- 1. Only DOH-designated treatment hubs in accredited facilities may file for reimbursement for the OHAT Package (see Annex 2 for the updated list).
- 2.. The consultation date or date when patient obtained the ARV drugs from the treatment hubs during the applicable quarter shall be considered as the admission date. If there are several consultations for that quarter, the health care provider shall choose any one of these as date of admission. The discharge date shall be the same as admission date.
- 3. Claims for the OHAT Package must be submitted to PhilHealth within sixty (60) days after the discharge date.
- 4. Claims with incomplete requirements shall be returned to sender (RTS) for completion. Claims refiled with incomplete requirements shall be denied.
- 5. The following documents are required for processing of claims:
 - a. Phi/Health Benefit Eligibility Form (PBEF) OR other secondary documents required as proof of eligibility listed in Phi/Health Circulars 50, s-2012 and PC 1, s-2013 in cases when PBEF is not available.
 - b. Duly accomplished PhilHealth Claim Form 1 (CF1). CF1 shall no longer be required when PBEF confirmed (as indicated by a. "Yes.") the patient's eligibility.
 - For succeeding claims of employed members, CF1 without the employer's signature may be accepted if there is an updated Certificate of Premium Contributions issued by Phill-Lealth Local Health Insurance Offices/Branches attached to the claim.
 - c. Duly accomplished PhilHealth Claim Form 2. Instructions and example of which are attached as Annex 2 and Annex 3 of this Circular respectively.

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d.Other documents to be submitted:

Initial Claim	Succeeding Claims
 Photocopy of the following: Confirmatory test results by SACCL or RITM Health regimen booklet that reflects the recent drug regimen Waiver and consent for release of 	 Succeeding Claims Photocopy of the health regimen booklet Waiver and consent for release of confidential information (See Annex 1) Include referral letter in cases of transfer
confidential information (See Annex 1)	

- 6. For previously diagnosed cases but are filing for the first time, the claimant must still submit all the necessary laboratory test results together with the other requirements. This will be considered as the initial claim.
- 7. To ensure patient's rights to confidentiality, all claims for the OHAT Package shall be enclosed in a sealed envelope, marked "CONFIDENTIAL" and submitted to the PhilHealth Regional Office.
- 8. PhilHealth employees who will be directly involved in the processing of claims for HIV/AIDS shall sign a confidentiality agreement to further ensure patients' right to confidentiality.
- 9. All claims for OHAT Package shall be evaluated and processed according to PhilHealth rules and guidelines on claims processing
- 10. In cases when claims were filed by the referring and receiving facility within the specific quarter, only claims from the referring facility shall be paid.
- 11. PhilHealth Out-patient HIV/AIDS Package shall use the Package Code and description below:

Code	Description	RVU
99246	OUTPATIENT HIV/AIDS PACKAGE	Package

- 12. As stated in PhilHealth Circular 03, s 2014, (Strengthening the Implementation of the No Balance Billing Policy) the No Balance Billing policy shall apply to member category identified by the Corporation who were treated in OHAT accredited government facilities.
- 13. The disposition of PhilHealth payment for OHAT shall be:
 - a. Eighty percent (80%) for the facility to be used as revolving fund for the delivery of the required service/s such as, but not limited to drugs, supplies, laboratory reagents, equipment (including maintenance), site improvement, and referral fee and other services necessary for the delivery of the required services.
 - b. *Twenty percent* (20%) for the professional fee that shall be divided among the HIV/AIDS Core Team (HACT) and other staff directly providing the services composed of, but not limited to the following: doctors, dentists, nurses, medical social workers, *counselors* and medical technologists.

V. Monitoring and Evaluation

- 1. Monitoring of the utilization of the Outpatient HIV/AIDS Package shall be based on the Health Care Provider Performance Assessment System of the Corporation cit Circular no 31s-2014.
- 2. The treatment hubs are required to maintain a minimum set of information on each patient such as medical records/ charts including referral letters that shall be readily available to PhilHealth during monitoring and evaluation



Effectivity

This Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation. Claims with dmissions starting that date shall be evaluated and paid based on the aforementioned provisions.

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VII. Repealing Clause

All other existing issuances and provisions of previous issuances inconsistent with this circular are hereby repealed and/or amended.

IX. Annexes

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- 1. Annex 1 Waiver and consent for release of health information
- 2. Annex 2 List of accredited DOH-designated treatment hubs
- 3. Annex 3 Instructions on filing up Claim Form 2 (CF2)
- 4. Annex 4 Sample Claim Form 2

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Republic of the Philippines Department of Health OFFICE OF THE SECRETARY

May 7, 2015

DEPARTMENT MEMORANDUM: No. 2015 - 0/39

FOR: ALL DIRECTORS OF BUREAUS, SERVICES, and REGIONAL OFFICES, MEDICAL CENTER CHIEFS OF DOH-RETAINED HOSPITALS, DOH-ATTACHED AGENCIES, and DOH-DESIGNATED HIV TREATMENT HUBS, and KEY PARTNERS from the LOCAL GOVERNMENT UNITS, PRIVATE SECTOR and NON GOVERNMENT AND COMMUNITY-BASED ORGANIZATIONS, and OTHERS CONCERNED.

SUBJECT: <u>Undated List of DOH-Designated Treatment Hubs and Satellite</u> <u>Treatment Hubs</u>

The Department of Health, through the National AIDS and STI Prevention and Control Program (NASPCP) under the Infectious Disease Office (IDO) of the Disease Prevention and Control Bureau (DPCB), continues to uphold its mandate to ensure universal access to antiretroviral therapy (ART) to all people living with HIV (PLHIV) needing treatment, in line with the achievement of Universal Health Care or Kalusugang Pangkalahatan.

Thus, antiretroviral drugs and other HIV services can already be accessed through the following DOH-Designated Treatment Hubs:

1. Baguio General Hospital and Medical Center

2. Ilocos Training and Regional Medical Center

3. Cagayan Valley Medical Center

4. Jose B. Lingad Memorial Regional Hospital

5. James L. Gordon Memorial Hospital

6. Philippine General Hospital

7. San Lazaro Hospital

8. Research Institute for Tropical Medicine

9. Makati Medical Center

10. The Medical City

11. Ospital ng Palawan

12. Bicol Regional Training and Teaching Hospital

13. Western Visayas Medical Center

Building 1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila • Trunk Line 651-7800 Direct Line: 711-9501 Pax: 743-1829; 743-1786 • URL: <u>http://www.doh.gov.ph</u>; e-mail: <u>osec@doh.gov.ph</u> 14. Corazon Locsin Montelibano Memorial Regional Hospital

15. Vicente Sotto Memorial Medical Center

- 16. Gov. Celestino Gallarres Memorial Medical Center
- 17. Eastern Visayas Regional Medical Center
- 18. Southern Philippines Medical Center
- 19. Northern Mindanao Medical Center
- 20. Zamboanga City Medical Center
- 21. Butuan Medical Center
- 22. Caraga Regional Hospital

Likewise, the DOH expanded and decentralize ART services through the establishment of the Satellite Treatment Hubs. These aim to increase access and maximize coverage by bringing the services closer to the key populations in key geographic areas, thereby ensuring linkage to care and providing primary care services including provision of ART to PLHIV early in the course of the disease. The following are the established Satellite Treatment Hubs:

- 1. Quezon City Klinika Bernardo
- 2. Marikina City Health Office
- 3. Manila Social Hygiene Clinic
- 4. Cebu City Social Hygiene Clinic
- 5. General Santos City District Hospital
- 6. Dr. Rafael S. Tumbokon Memorial Hospital

This is for your information and for immediate dissemination.

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JANETTE P. LÖRETO-GARIN, MD, MBA-H Secretary of Health

ANNEX 3 - INSTRUCTIONS HOW TO ACCOMPLISH CLAIM FORM 2 (CF2) FOR OHAT PACKAGE

Claim Form 2 shall be accomplished using capital letters and by checking the appropriate boxes. All items should be marked legibly by using ballpen only.

All dates should be filled out in MM-DD.YYYY format.

CF 2	Description	Instruction
Part/Item		
Part I	PhilHealth Accreditation Number of Health Care Institution Name of Health Care Institution	Write the PhilHealth Accreditation Number, name of HCI and the address on the space provided.
	Address	
Part II, item 1	Name of Patient	Write the complete name of the patient in this format: Last Name, First Name, Name Extension (if any), Middle Name.
Part II, item 2	Referred by another HCI	Tick yes if referred from another institution and write the name of referring HCI designated as treatment hub.
Part II, item 3	Confinement period	•
	Date Admitted	The consultation date or the date during which the medicines were obtained during the applicable quarter shall be considered as the admission date.
-	Date Discharged	The consultation date or the date during which the medicines were obtained during the applicable quarter shall be considered as the discharge date.
Part II, item 4	Patient disposition	Check the box "Improved"
Part II, item 5	Type of Accommodation	Leave the space blank.
Part II, item 6	Admission Diagnosis/es	Write "HIV/AIDS".
Part II, item 7	Discharge Diagnosis	Write 'Human Immuno-deficiency Virus – Acquired Immune Deficiency Syndrome".
	Diagnosis	Write the diagnosis of the patient.
	ICD 10 Code/s	Write the appropriate ICD 10 Code/s.
	RVS Code	Write the RVS Code 99246 corresponding to OHAT Package.
	Date of procedures	Leave the space blank.
Part II, item 8 g	Special consideration: For Out-patient HIV/AIDS Treatment Package	WRITE the Laboratory Number as listed in the confirmatory laboratory test result (e.g. R01-32-5476).

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CF 2	Description	Instruction
Part/Item		
Part II,	Phill-lealth Benefits	WRITE the RVS Code 99246 in the line for first case rate
item 9		leave the second case rate blank.
Part II,	Professional Fees	Write the accreditation number and the name of the accredited
item 10		HCP on the spaces provided.
		Affix the signature of the accredited HCP over his/her name
		then write the date as the space provided.
Part III	Certification of Consumption of	TICK first box (PhilHealth benefit is enough to cover HCI
Section A	Benefits	and PF charges) if the patient did not have any out of pocket
		expense related to TB treatment (such as payment for
		medicine, laboratory and professional fee).
		 Write the amount 7,500 in the space provided for Grand Total
		of the Total Actual Charges
Part III	Consent to Access Patient	Print the name of the patient and affix his/her signature over
Section B	Record/s	the name.
,		Wr in the day which we also and
	· · · · · · · · · · · · · · · · · · ·	Write the date when this was signed.
	·	if the patient was unable to sign, tick the appropriate boxes.
Part IV	Certification of Health Care	Print the name of the authorized person to fill out the claim
•	Institution	and his/her designation. Affix his/her signature above the
		name.
		This person must review and verify all the entries before
	1	affixing his/her signature.

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b	Code/s Related Procedure/s (if mere's a DHAT PACKAGE II. II. II. II. II. II. II. II	S9246	nt4	Left Left Left Left Left Left Left Left	Right	Bot Bot Bot Bot Bot Bot Bot	h , h , h , h , h , h
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10. Profess	j ional Fees / Charge	es (Use additiona	al CF2 if necessary):						
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	IT TO ACCESS PATE consent to the exami		h of the patient's medical records fo	or the purpose of	verifying d	we veracity of this claim.			
I hereby and willin	hold PhiHealth or an	y of its officers, em on with this claim f	ployees and/or representatives free or reimbursement before Philidealth	from any and all	habilities i	elative to the herein-mentioned con	sent which I have volu	ntarily	
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		<u> </u>	PART IV - CERTIFICATIO	N OF HEALTH C	RE INST				
	v that services rend	ered were record				ords and that the herein informa	tion given are true		
and con									
<u> </u>	Yolanda Crisost ature over Printed Na	omo	Hospital Admir	histrator acity / Designation		Date Signed: 0_6	<u>2</u> 0.20	1 <u>4</u>	
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