

# PHILIPPINE HOSPITAL ASSOCIATION

#14 Kamias Road, Quezon City 1102

## PROCESSING OF APPLICATION FOR MEMBERSHIP GUIDELINES

### I. PROVISIONS OF MEMBERSHIP

#### A. Under PHA Constitution

Art. V. Sec. 5 “membership to the Association must be endorsed by the Council or Chapter if the Council is not yet in existence.”

#### B. Under By-Laws

Chapter I, Sec. 2 “Admission for Membership. Application for membership in any category shall be made to the Secretary in writing. The Applicant shall become a member upon approval by the Board and upon payment of the required membership dues.

a) Regular membership. Granted to hospitals duly licensed by the Bureau of Medical Services and whose application, after being duly endorsed by their respective council or chapter is approved by the Board. They have the right to vote and be voted upon.”

### II. PROCESSING OF APPLICATION

1. Send to PHA Application Form in duplicate, duly accomplished together with a copy of DEPARTMENT OF HEALTH (DOH) License and endorsement of PHA-Local Provincial Council.

2. Said Application is referred for visitation by the Local Provincial Council in whose jurisdiction applicant falls.

3. The Particular Council sends to PHA its Evaluation Report as to said hospital’s (a) Sanitary Condition, (b) Manpower Requirements, (c) Operational Facilities, and (d) Financial Status.

4. The Committee on Membership and Accreditation, upon evaluation of the Council’s endorsement, presents its recommendations to the PHA Board during its monthly meeting.

a) In case of favorable endorsement by the Local Provincial Council, the Committee recommends approval of the Board.

b) In further improvements are endorsed by the Council, the PHA advises said applicant-hospital on same, subsequently, endorsement has to re-submitted by the Council to the PHA after recommended improvements have been affected.

c) In case of indecision by the Council/Chapter, the Board Member in whose area said applicant falls is requested to evaluate the situation and recommend action to be taken by the Board.

5. Upon approval by the PHA Board:

The applicant-hospital is then duly informed of said approval, and:

a) Received PHA Certificate of Membership

b) (PHA Circular dated February 25, 1985)

<b>1) Initiation Fee</b>	-	P 300.00
<b>2) Annual Membership Fee</b>		
Infirmery/PCF	-	1, 000.00
Level 1 Hospitals	-	2, 000.00
Level 2 Hospitals	-	3, 000.00
Level 3 Hospitals	-	4, 000.00
<b>3) PHA Plaque</b>	-	1, 500.00
<b>4) ID’S</b>	-	300.00
<b>5) Pin’s</b>	-	300.00
<b>6) Special Assessment</b>		
Infirmery/PCF	-	1, 000.00
Level 1 Hospitals	-	2, 000.00
Level 2 Hospitals	-	4, 000.00
Level 3 Hospitals and Medical Center	-	6, 000.00

**NOTE:** Upon payment of the above fees, “**CERTIFICATE OF MEMBERSHIP**” is issued for presentation to **PHILIPPINE HEALTH INSURANCE CORPORATION (PHIC)** together with Application for Accreditation.