

**[BHFS ADMINISTRATIVE ORDER NO. 70-A S.
2002, JANUARY 3, 2002, January 03, 2002]**

**REVISED RULES AND REGULATIONS GOVERNING THE
REGISTRATION, LICENSURE AND OPERATION OF HOSPITALS
AND OTHER HEALTH FACILITIES IN THE PHILIPPINES**

SECTION 1. Title. — These rules shall be known as the “Revised Rules and Regulations Governing the Registration, Licensure and Operation of Hospitals and Other Health Facilities in the Philippines.”

SECTION 2. Authority. — These rules are issued to implement the provisions of R.A. 4226: Hospital Licensure Act consistent with E.O. 102: Redirecting the Functions and Operations of the Department of Health.

SECTION 3. Purpose. — These rules are promulgated to protect and promote the health of the people by ensuring the rights to quality health service appropriate to the level of care through the regulation of hospitals and other health facilities.

SECTION 4. Scope. — The rules and regulations embodied herein shall apply to all government and private hospitals and other health facilities.

SECTION 5. Regulatory Agency. — The Department of Health through the Bureau of Health Facilities and Services in the Office for Health Regulation shall exercise the regulatory functions.

SECTION 6. Definition. — A hospital is a health facility for the diagnosis, treatment and care of individuals suffering from deformity, disease, illness or injury, or in need of surgical, obstetrical, medical or nursing care. It is an institution where there are installed bassinets or beds for 24-hour use or longer by patients in the management of deformities, diseases, injuries, abnormal physical and mental conditions, maternity cases.

SECTION 7. Classification of Hospitals and other Health Facilities. — Hospitals and other health facilities shall be classified as follows:

7.1 Government or Private

7.1.1 Government. — operated and maintained partially or wholly by the national, provincial, city or municipal government, or other political unit; or by any department, division board of agency thereof.

7.1.2 Private. — privately owned, established and operated with funds through donation, principal, investment, or other means, by any individual, corporation, association, or organization.

7.2 General or Special

7.2.1 General. — provides services for all types of deformity, disease, illness or injury.

7.2.2 Special — primarily engaged in the provision of specific clinical care and management. A first level referral hospital, second level referral hospital, third level referral hospital, or infirmary, may provide special clinical service(s).

7.3 Service Capability

7.3.1 First Level Referral Hospital. —

7.3.1.1 Non-departmentalized hospital that provides clinical care and management on the prevalent diseases in the locality

7.3.1.2 Clinical services include general medicine, pediatrics, obstetrics and gynecology, surgery and anesthesia

7.3.1.3 Provides appropriate administrative and ancillary services (clinical laboratory, radiology, pharmacy)

7.3.1.4 Provides nursing care for patients who require intermediate, moderate and partial category of supervised care for 24 hours or longer

7.3.2 Second Level Referral Hospital —

7.3.2.1 Departmentalized hospital that provides clinical care and management on the prevalent diseases in the locality, as well as particular forms of treatment, surgical procedure and intensive care

7.3.2.2 Clinical services provided in the First Level Referral Hospital, as well as specialty clinical care

7.3.2.3 Provides appropriate administrative and ancillary services (clinical laboratory, radiology, pharmacy)

7.3.2.4 Nursing care provided in the First Level Referral Hospital, as well as total and intensive skilled care

7.3.3 Third Level Referral Hospital -

7.3.3.1 Teaching and training hospital that provides clinical care and management on the prevalent diseases in the locality, as well as specialized and sub-specialized forms of treatment, surgical procedure and intensive care

7.3.3.2 Clinical services provided in the Second Level Referral Hospital, as well as sub-specialty clinical care

7.3.3.3. Provides appropriate administrative and ancillary services (clinical laboratory, radiology, pharmacy)

7.3.3.4 Nursing care provided in the Second Level Referral Hospital, as well as continuous and highly specialized critical care

7.3.4 Infirmary. — a health facility that provides emergency treatment and care to the sick and injured, as well as clinical care and arrangement to mothers and newborn babies.

7.3.5 Birthing Home. — a health facility that provides maternity service or prenatal and post natal care, normal spontaneous delivery, and care of newborn babies.

7.3.6 Acute-chronic Psychiatric Care Facility. — a health facility that provides medical service, nursing care, pharmacological treatment and psychosocial intervention for mentally ill patients.

7.3.7 Custodial Psychiatric Care Facility. — a health facility that provides long-term care, including basic human services such as food and shelter, to chronic mentally ill patients.

SECTION 8. License. — A formal authorization issued by the Department of Health to an individual, partnership, corporation or association to operate a hospital and other health facilities. It is a prerequisite for accreditation of a hospital and other health facilities by any accrediting body that is recognized by the Department of Health.

SECTION 9. Licensing Requirements. — All hospitals and other health facilities are required to comply with the requirements for licensing.

9.1 The planning and design of a hospital and other health facilities shall comply with the prescribed guidelines (see Annex 1)

9.2 The management of the service capability, personnel, equipment and physical plant of a hospital and other health facilities shall conform to the prescribed guidelines (see Annex).

9.3 The construction of a new hospital or other health facilities, and alteration, expansion or renovation of an existing hospital or other health facility shall be implemented in accordance with:

9.3.1 Floor plans prepared by a duly licensed Architect and/or Civil Engineer and approved by the Bureau of Health Facilities and Services; and

9.3.2 Architectural and engineering drawings (based on approved floor plans by the Bureau of Health Facilities and Services), specifications, building permit and fire safety permit prepared by a duly licensed Architect and/or Civil Engineer and approved by the Office of the Building Official and the Bureau of Fire Protection in the locality.

9.4 The Bureau of Health Facilities and Services shall evaluate compliance with the licensing requirements for all hospitals and other health facilities (see Annexes 3-9^[1]).

9.4.1 Service Capability. — administrative, clinical, ancillary and other services

rendered.

9.4.2. Personnel. — staffing of qualified and trained health and health-related professionals.

9.4.3 Equipment/Instrument. — tools to perform the required services.

9.4.4. Physical Plant. — well ventilated, lighted, clean, safe and functional structure sufficient to accommodate its activities.

SECTION 10. Requirements and Procedures for Application of Permit and License. —

10.1 Permit to Construct. — required for construction of a new hospital or other health facility; alteration, expansion or renovation of an existing hospital or other health facility; change in classification; or increase in bed capacity. It is a prerequisite for a license to operate.

10.1.1. The following are the required documents to be accomplished before a permit to construct can be issued:

10.1.1.1 Letter of Application to the Director of the Center for Health Development

10.1.1.2 Letter of Endorsement to the Director of the Bureau of Health Facilities and Services.

10.1.1.3 Form No. 1-01: Application for Permit to Construct notarized

10.1.1.4 Four (4) Sets of Site Development Plans and Floor Plans signed and sealed by an Architect and/or Engineer

For construction of a new hospital or other health facility; or change in classification, include:

10.1.1.5. Feasibility Study

10.1.1.6. Zoning Certificate or Location Clearance from the City/Municipal Planning and Development Office

10.1.1.7 DTI/SEC Registration (for private hospital or other health facility)

10.1.1.8 Enabling Act (for national government hospital or other health facility)

10.1.1.9 Approved Board Resolution (for local government hospital or other health facility)

10.1.2. The following are the procedures for application for permit to construct:

10.1.2.1. Applicant requests relevant information and prescribed form from the Center for Health Development under whose jurisdiction the proposed hospital or other health facility is located in person, or through mail, email or internet.

10.1.2.2 Applicant accomplishes required documents and submits them to the

Center for Health Development for endorsement to the Bureau of Health Facilities and Services.

10.1.2.3 The Bureau of Health Facilities and Services reviews the documents and approves or disapproves the issuance of permit to construct.

10.1.2.4 If disapproved, the Bureau of Health Facilities and Services returns the documents, together with their findings and recommendations, to the applicant. The applicant makes necessary revisions on the documents. The applicant submits the revised documents to the Bureau of Health Facilities and Services for another review.

10.1.2.5 If approved, the Bureau of Health Facilities and Services issues a permit to construct to the applicant. The applicant pays the corresponding fee for permit to construct to the Cashier of the Department of Health in person, or through postal money order.

10.2 License to Operate. — required for operation of a hospital or other health facility. It is secured after construction and completion of a hospital or other health facility.

10.2.1 The following are the required documents to be accomplished before an initial license to operate can be issued:

10.2.1.1 Letter of Application and Request for Inspection to the Director of the Center for Health Development

10.2.1.2 Letter of Endorsement to the Director of the Bureau of Health Facilities and Services

10.2.1.3 Form No. 2-01: Application for Registration and Issuance of License to Operate notarized

10.2.1.4 List of Personnel notarized

10.2.1.5 List of Equipment/Instrument

10.2.1.6 Photo Album of the Exterior and Interior of the Hospital or Other Health Facility

10.2.2 The following are the procedures for application for initial license to operate:

10.2.2.1 Applicant requests relevant information and prescribed form from the Center for Health Development under whose jurisdiction the proposed hospital or other health facility is located in person, or through mail, email or Internet.

10.2.2.2 Applicant accomplishes required documents and submits them to the Center for Health Development for endorsement to the Bureau of Health Facilities and Services. Upon filing of application, the applicant pays the corresponding fees for registration and license to the Cashier of the Department of Health in person, or through postal money order.