



June 25, 2008

**ADMINISTRATIVE ORDER**  
**No. 2008 – 0028**

**SUBJECT: Schedule of Fees for the One-Stop Shop System for the Regulation of Medical Facilities for Overseas Workers and Seafarers and Non-Hospital-Based Dialysis Clinics and Non-Hospital-Based Ambulatory Surgical Clinics with Ancillary Services**

**I. Background / Rationale**

With the establishment of the One-Stop Shop System for the regulation of medical facilities for overseas workers and seafarers and non-hospital-based dialysis clinics and non-hospital-based ambulatory surgical clinics with ancillary services, the Department of Health (DOH) regulatory bureaus are moving towards the harmonization and streamlining of regulatory systems and processes, which is one of the reform strategies under the FOURmula One for Health.

One of the important features of the One-Stop Shop system is the issuance of a single license to operate (LTO) or certificate of accreditation (COA) to the health facility, for the operation of its clinical services as well as its ancillary facilities/services, such as, but not limited to, the clinical laboratory, HIV testing, drinking water analysis, pharmacy, and medical and dental x-ray facilities. The One-Stop Shop system does not include facilities using radioactive material that are currently regulated by the Philippine Nuclear Research Institute. With the single LTO or COA, there shall also be a single LTO or COA fee, which is a composite fee consisting of all the fees that correspond to each clinical and ancillary service being provided by the health facility.

The schedule of fees that is prescribed in this Order is based on existing administrative issuances on the regulatory fees for health facilities, in particular, Administrative Orders No. 2007-0001, 2007-0023 and 2008-0007. Thus, in this Order there are no new or no increase in regulatory fees for the health facilities covered by the One-Stop Shop system.

**II. Objective**

This Order prescribes the schedule of fees in relation to the regulation of medical facilities for overseas workers and seafarers and non-hospital-based dialysis clinics and non-hospital-based ambulatory surgical clinics with ancillary services under the One-Stop Shop System.

**III. Scope**

This Order shall apply to all medical facilities for overseas workers and seafarers and non-hospital-based dialysis clinics and non-hospital-based ambulatory surgical clinics with ancillary services that are applying for a permit to construct, license to operate, and/ or accreditation under the One-Stop Shop System.

#### **IV. Definition of Terms**

For purposes of this Order, the following terms shall be defined as follows:

1. **Ancillary Facilities/ Services** – include but not limited to the following: clinical laboratory, HIV testing, drinking water analysis, pharmacy, and medical and dental x-ray facilities; exclude facilities using radioactive material that are currently regulated by the PNRI.
2. **Applicant** – refers to a health facility that is applying for either a License to Operate or a Certificate of Accreditation.
3. **COA** – refers to the Certificate of Accreditation issued to a medical facility for overseas workers and seafarers
4. **DOH** – refers to the Department of Health
5. **Health Facility** – refers to medical facilities for overseas workers and seafarers, and non-hospital-based dialysis clinics and non-hospital-based ambulatory surgical clinics that provide ancillary services
6. **LTO** – refers to the License to Operate issued to a dialysis clinic or an ambulatory surgical clinic
7. **One-Stop Shop System** – a system of the DOH to harmonize the regulation of medical facilities for overseas workers and seafarers, non-hospital-dialysis clinics, non-hospital-based ambulatory surgical clinics, and their ancillary facilities/ services.

#### **V. General Guidelines**

1. Health facilities shall be required only a single LTO or COA fee that would cover clinical services and ancillary facilities/ services.
2. The LTO or COA fee shall be a composite fee, consisting of all the fees that correspond to each clinical and ancillary service being provided by the health facility.
3. PTC, LTO and COA fees shall be based on the schedule of fees as provided in this Order.
4. Because of the extension of the validity period of ancillary facilities/ services from one year to three years and taking into account the costs involved in at least once-a-year monitoring visits:
  - a. For pharmacies and X-ray facilities, the initial and renewal fee shall be three times the amount prescribed in A.O. No. 2007-0023.
  - b. For clinical laboratories, the initial and renewal fee shall be the sum of three consecutive yearly fees prescribed in A.O. No. 2008-0007.
5. Government-owned health facilities shall be exempt from payment of the fee for pharmacy.

#### **VI. Fees, Surcharges, and Discounts**

##### **A. Schedule of Fees**

The DOH shall charge fees for services rendered in relation to the regulation of health facilities and their ancillary facilities/ services under the One-Stop Shop System. The fees shall be based on the schedule presented in the tables below.

**Table 1. Schedule of Fees - Permit to Construct**

Dialysis Clinic	PHP 1,400.00
Ambulatory Surgical Clinic	PHP 1,400.00
Medical Facility for Overseas Workers and Seafarers	PHP 1,500.00

**Table 2. Schedule of Fees - Bond**

Health Facility	Bond (PHP)
Medical Facility for Overseas Workers and Seafarers	50,000

**Table 3. Schedule of Fees - License to Operate/ Accreditation Fee**

Health Facility	Initial (PHP)		Renewal (PHP)	
	Period Covered		Period Covered	
	2009 - 2011	2010 - 2012 & onwards	2009 - 2011	2011 - 2013 & onwards
Dialysis Clinic – basic	9,500	9,500	9,500	9,500
• Clinical laboratory <sup>1</sup>				
▪ Limited Service Capability	7,000	7,500	5,500	6,000
▪ Primary	7,000	7,500	5,500	6,000
▪ Secondary	8,500	9,000	7,000	7,500
▪ Tertiary	10,000	10,500	8,500	9,000
• Pharmacy <sup>2</sup>	3,000	3,000	3,000	3,000
• Medical X-ray <sup>3,4</sup>	See Table 4			
Ambulatory Surgical Clinic – basic	14,000	14,000	14,000	14,000
• Clinical laboratory <sup>1</sup>				
▪ Limited Service Capability	7,000	7,500	5,500	6,000
▪ Primary	7,000	7,500	5,500	6,000
▪ Secondary	8,500	9,000	7,000	7,500
▪ Tertiary	10,000	10,500	8,500	9,000
• Pharmacy <sup>2</sup>	3,000	3,000	3,000	3,000
• Medical X-ray <sup>3,4</sup>	See Table 4			
Medical Facility for Overseas Workers and Seafarers – basic	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>
• Clinical laboratory <sup>1</sup>				
▪ Limited Service Capability	7,000	7,500	5,500	6,000
▪ Primary	7,000	7,500	5,500	6,000
▪ Secondary	8,500	9,000	7,000	7,500
▪ Tertiary	10,000	10,500	8,500	9,000
• Pharmacy <sup>2</sup>	3,000	3,000	3,000	3,000
• Medical X-ray <sup>3,4</sup>	See Table 4			

**Table 4. Schedule of Fees - License to Operate  
for a Facility with an X-ray Emitting Equipment**

<b>mA Range</b>	<b>Initial (PHP)</b>	<b>Renewal (PHP)</b>
100 mA and less	2,400	1,200
101 mA up to 300 mA	3,300	1,650
301 mA up to 500 mA	4,200	2,100
501 mA up to 700 mA	5,100	2,550
Greater than 700 mA	6,000	3,000

<sup>1</sup> Add the corresponding laboratory fee to the basic LTO/ COA fee. If the health facility has HIV testing and/ or water-testing services, or has a blood service facility, no additional fee is required.

<sup>2</sup> Add the Pharmacy fee to the basic LTO/ COA fee. This amount is good for one (1) pharmacy only. Payment of PHP3,000.00 is required for each additional pharmacy, both for initial LTO/ COA and renewal of LTO/ COA. Government-owned pharmacies are exempted from this fee.

<sup>3</sup> Add the Medical X-ray fee to the basic LTO/ COA fee. This amount is good for one (1) x-ray machine only. Payment of the corresponding amount is required for each additional machine, both for initial LTO/COA and renewal of LTO/ COA.

<sup>4</sup> Add the fee for Acceptance/Performance Testing of radiological equipment in the amount of PHP7,920.00 to the basic LTO/ COA fee. This amount is good for one (1) machine and for one visit only. Payment of the same amount is required for each additional machine and for each additional visit.

**B. Payment of Fees**

The applicant, upon filing an application, shall pay the corresponding fee to the DOH Cashier in-charge of the One-Stop Shop System in person or through postal money order.

**C. Re-Inspection Fee**

If additional site visits or inspections are needed before the initial LTO/ COA can be granted, a re-inspection fee that is equal to one hundred percent (100%) of the initial LTO/ COA fee shall be charged to the applicant for each re-inspection conducted, over and above the initial LTO fee.

**D. Discount on Renewal Fee**

A ten percent (10%) discount on the renewal fee shall be granted if a complete application for renewal is filed during the period beginning on the first day of October until the last day of November of the last year of validity of the LTO/ COA.

**E. Surcharge**

If an application for renewal of LTO/ COA is filed after the expiration date, a surcharge equal to fifty percent (50%) of the renewal fee shall be imposed, over and above the renewal fee.

**F. Review of Schedule of Fees**

The schedule of fees for the One-Stop Shop system shall be regularly reviewed by the Bureau of Health Facilities and Services, Bureau of Health Devices and Technology and Bureau of Food and Drugs, in consultation with the Centers for Health Development and stakeholders.

**VII. Repealing Clause**

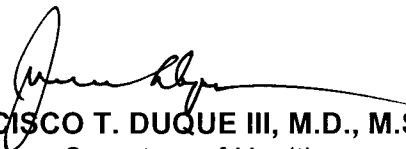
Provisions from previous issuances that are inconsistent or contrary to the provisions of this Order are hereby rescinded and modified accordingly.

**VIII. Separability Clause**

In the event that any provision or part of this Order 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.

**IX. Effectivity**

This Order shall take effect fifteen (15) days after its approval and publication in the official gazette or newspaper of general circulation.

  
**FRANCISCO T. DUQUE III, M.D., M.Sc.**  
Secretary of Health