

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TOURISM
MANILA

RULES AND REGULATIONS TO GOVERN THE ACCREDITATION OF
AMBULATORY CLINICS

PURSUANT TO THE PROVISIONS OF EXECUTIVE ORDER NO. 120 DATED
JANUARY 30, 1987, THE FOLLOWING RULES AND REGULATIONS ARE
HEREBY PROMULGATED TO GOVERN THE ACCREDITATION OF
AMBULATORY CLINICS

CHAPTER 1

DEFINITION OF TERMS

SECTION 1. Definition of Terms – When used in these Rules, unless the context otherwise indicates, the following terms shall mean as follows:

- a. Ambulatory Clinic – a government or privately owned institution which is primarily organized, constructed, renovated or otherwise established for the purpose of providing elective surgical treatment of out-patients whose recovery, under normal and routine circumstances, will not require inpatient care.
- b. Ambulatory Services – services that include elective (non-emergency) surgical procedures ranging from minor to major operations, whether requiring local, regional or general anesthesia medical care (includes diagnosis, observation, treatment and rehabilitation) provided on an out-patient basis. Ambulatory care is given to persons who are not confined to a hospital but rather ambulatory or able to walk.
- c. Ophthalmologic Surgery – the branch of surgery that deals with the treatment of the eye, its diseases, and refractive errors.
- d. Dermatology – is the branch of medicine dealing with the skin and its diseases.
- e. Cosmetic Procedure – is a subspecialty of medicine that uniquely restricts itself to the enhancement of appearance through surgical and other medical techniques. This is also known as elective surgery (not essential, not life-threatening and not required for survival).

- f. Plastic and Reconstructive Surgery – the surgical specialty that deals with the reconstruction of facial and body tissue that requires reshaping or remolding to correct a condition in order to approximate a normal appearance or to repair working ability.
- g. Cosmetic Dentistry –the specialty that deals with the diagnosis and treatment of oral conditions, such as repairing, providing or altering oral prosthodontics and orthodontic appliances.
- h. Accreditation – the certification issued by the Department officially recognizing the holder as having complied with the minimum standards and requirements prescribed by the Department for the operation and maintenance of ambulatory surgical clinics.
- i. Department or DOT – Department of Tourism
- j. DOH – Department of Health
- k. BHFS – Bureau of Health Facilities and Services

CHAPTER II

AMBULATORY SERVICES

SECTION 2. Ambulatory Services. The following services are offered by the ambulatory clinics:

1. Ophthalmologic Surgery

It may include but not limited to the following procedures:

- a. Phacoemulsification with IOL (Flexible lens or Rigid lens)
- b. LASIK – Laserassisted in SituKeratomileusis,
- c. Eye Muscle Correction

2. Dermatology

It may include but not limited to the following procedures:

- a. Ultrasonic facials
- b. Microcrystals Treatment
- c. Whitening Treatment
- d. Micropeeling System
- e. Laser/Wart/Mole/Syringoma Removal
- f. Depilaser Unwanted Hair Reduction
- g. Sclerotherapy for varicose veins/spider veins

- h. Slimming/Bleaching tabs
- i. Pigmentation/Freckles Removal
- j. Stretch Marks & Keloid Removal
- k. Body Scrub & Whitening
- l. Clear Acne Therapy
- m. Quantum SR IP Photo Rejuvenation (Skin Rejuvenation)

3. Cosmetic Procedure

It may include but not limited to the following procedures:

- a. Noselift with/without trim
- b. Nose contouring w/o implant
- c. Deepset eye or eyeslit reconstruction
- d. Eyebag removal (surgery laser)
- e. Liposuction (tumescent)
- f. Lippodissolve Fat Treatment
- g. Botox Treatment
- h. Restylane/Perlane for deep wrinkles
- i. Non-surgical facelift/browlift/necklift
- j. Excessive Underarm/Palms/Feet Sweating removal
- k. Breast Augmentation//Lift/Augmentation
- l. Chin Augmentation/Reduction
- m. Buttocks Augmentation
- n. Tummy Tuck (Abdominoplasty)
- o. Double Chin & Facial Contouring
- p. Phlebotomy
- q. Tattoo removal
- r. Laser Hair Removal
- s. Hair Transplant
- t. Blepharoplasty and other forms of Eyelid Surgery
- u. Liposuction
- v. Cellulite Reduction
- w. Total Body Shaping
- x. Body Firming
- y. Laser resurfacing

4. Plastic and Reconstructive Surgery

It may include but not limited to the following procedures:

- a. Burns
- b. Scars
- c. Post Trauma
- d. Cheiloplasty
- e. Congenital Deformity and Extremities

5. Cosmetic Dentistry

It may include but not limited to the following procedures:

- a. Dental Implants
- b. Dental Crowns and Bridgework
 - Veneer Bonding
 - Tooth Bleaching
 - Fillings
 - Tooth Recontouring
 - Fixed or Removable Dentures

CHAPTER III

MINIMUM REQUIREMENTS FOR ACCREDITATION OF AMBULATORY CLINICS FOR MEDICAL TOURISM

SECTION 3. Minimum Requirements. For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of Ambulatory Clinics.

a. LOCATION

- The establishment shall be located in a place with pleasant environment suitable for ambulatory clinics.
- It shall be free from undue noise, smoke, dust, foul odor and flood.

b. LOBBY

- There shall be a well-designed reception, information counter/admitting and patient waiting area/billing section (computerized/electronic, if possible, to facilitate billing and credit card payments) attended by highly qualified, trained and experienced staff.
- It shall be furnished with seating facilities commensurate with the size of the clinic.

c. GENERAL FACILITIES

- Public Phones

Public phones facilities shall be located strategically inside the clinic.

- Medical/Dental Records Area

There shall be a medical records area containing patient information that is accurately recorded, current, confidential and accessible when required.

- Patient Movement

Adequate space in the doorways, corridors and turning areas shall be provided to readily accommodate the bed, attached equipment, any escorts of patients and personnel to move safely around.

- Public Washrooms

There shall be clean and presentable public washrooms within the ambulatory clinic.

- Parking

There shall be an adequate and secured parking area.

- Health, Safety and Security Policies

The clinic shall be entirely non-smoking in accordance with R.A. 9211, Tobacco Regulation Act of 2003.

The clinic shall ensure the security of person and property within the facility during operation hours.

The clinic shall have a posted plan for evacuation of patients, personnel and visitors in case of fire or other emergencies.

- Facilities for the Disabled

There shall be facilities for the disabled in accordance with Batas Pambansa Blg. 344.

d. TREATMENT ROOMS

Treatment rooms shall be well maintained and sanitized according to DOH standards.

It must be provided and equipped with modern equipment and instruments necessary for the safe and effective provision of services.

e. ENGINEERING AND MAINTENANCE

- Lighting and Ventilation

There shall be adequate lighting and ventilation in all areas used by patients and personnel.

- Emergency Generator

There shall be a high-powered generator capable of providing sufficient lighting for all rooms, hallways, public areas, and operating elevators, refrigeration and water services.

- Waste Management

The storage and disposal of waste shall comply with the requirements of the current legislation, local government and the Health Care Waste Management Manual of the Department of Health. The following segregation, coding and labeling of wastes shall be observed:

- Black Trash Bag (General – Non-Infectious – Dry)
- Green Trash Bag (General – Non-Infectious – Wet)
- Yellow Trash Bag (Infectious- Pathological)
- Sharp Container (Sharps)

f. STAFF

The staff shall be professionally qualified, skilled and/or experienced to provide the service and meets patient needs;

In the case of medical staff, he/she shall be licensed by the Professional Regulations Commission (PRC), with specialty certification from Philippine Dental Association (PDA) or Philippines Medical Association (PMA).

The staff shall be in smart and clean uniforms.

g. PATIENT TRANSPORT VEHICLE

Ambulance and/or transportation services shall be available during operation hours.

CHAPTER IV

GENERAL RULES ON THE OPERATION AND MAINTENANCE OF AMBULATORY CLINICS FOR MEDICAL TOURISM

SECTION 4. Maintenance. Maintenance of all sections of the ambulatory clinics shall be in accordance with Department of Health (DOH) standards, and shall be on a continuing basis taking into consideration the quality of materials used as well as its upkeep by the establishment.

SECTION 5. Signboards. Appropriate signboards shall be conspicuously displayed outside the establishment showing clearly the name of the ambulatory clinics. In the same manner, appropriate signages such as visual aids and devices for information and orientation, direction, identification and prohibition and warning shall be conspicuously displayed within the clinic premises.

CHAPTER V

APPLICATION FOR ACCREDITATION

SECTION 6. Filing of Application. Any person, partnership, corporation or other entity desiring to secure an accreditation from the Department shall accomplish and file with the Department, the application prescribed for such purpose.

SECTION 7. Supporting Documents to be Submitted with Application. Unless otherwise indicated in the form, the application shall be accomplished by two copies of the following documents:

- a. In the case of corporation or partnership, a certified true copy of the Articles of Incorporation, its By-laws, or Articles of Partnership and amendments thereof, duly registered with the Securities and Exchange Commission, and Business Name Certificate; in case of single proprietorship, Business Name Certificate and amendments thereof, if any;
- b. List of the names of all officials and medical staffs with their respective designations, nationalities, home addresses; for alien personnel – valid visa from the Bureau of Immigration and proper permit from the Department of Labor and Employment. For those performing surgical procedure, submit a copy of their Professional Regulations Commission license and Philippine Dental Association or Philippine Medical Association certificate;
- c. Mayor's Permit and/or Municipal License;

- d. Xerox copy of the clinic's license issued by the Bureau of Health Facilities and Services (BHFS) of the Department of Health
- e. Fire Safety Inspection Certificate.

SECTION 8. Creation of an Inspection Team. After the application form has been filed, the Department shall create an inspection team composed of two (2) members from the Department.

SECTION 9. Ocular Inspection of Establishment and Its Immediate Premises. Upon receipt of its mission order, the inspection team shall conduct an ocular inspection of the establishment and its immediate premises for the purpose of determining whether it meets the standards set by the Department for the establishment's accreditation. The DOT team shall be accompanied by a representative of the establishment during the inspection.

SECTION 10. Checklist to be Accomplished during Ocular Inspection of Establishment. The team shall provide itself with a set of checklist of requirements for the establishment.

SECTION 11. All Observations of the Applicant shall be entered in the Checklist. Any observation of the applicant or his duly authorized representative present at the time of the inspection on any adverse finding of the team shall be entered in the checklist. The applicant shall then be furnished with a copy of the accomplished checklist.

SECTION 12. Report of the Team. Within five (5) days from the date of the inspection of the ambulatory clinic and its immediate premises, the team shall render a report of its findings and/or recommendations.

SECTION 13. Issuance of Certificate of Accreditation. If the applicant has satisfactorily complied with the minimum prescribed requirements, the Department shall then issue the Certificate of Accreditation in favor of the applicant.

SECTION 14. Validity of Certificate of Accreditation. The Certificate of Accreditation shall be valid for the period of one (1) year from date of issue and subject to annual inspection by the DOT.

SECTION 15. Accreditation Fees. A fee of One Thousand Pesos (P 1,000.00) and an additional One Hundred Pesos (P 100.00) for accreditation sticker shall be collected from the applicants that have complied with the requirements for accreditation.

SECTION 16. Renewal of Accreditation. The accreditation may be renewed on or before its date of expiration.

CHAPTER VI

SUPERVISION OF ACCREDITED AMBULATORY CLINICS

Section 17. Display of Certificate of Accreditation. The accreditation shall be displayed in a conspicuous place of the clinic.

Section 18. Non-transferability of Certificate of Accreditation. The accreditation shall be non-transferable.

Section 19. Periodic Inspection. When necessary or when public good dictates, the Department may send an inspection team to the ambulatory clinic for the purpose of finding out whether it is being kept and/or managed in a manner conformable to the standards set by the Department. The inspection shall be conducted at a reasonable time of the day with due regard and respect accorded to the right of privacy of parties concerned.

Section 20. Defects and Deficiencies Found During the Inspection. Where certain defects and deficiencies have been found in the course of the inspection, the Department shall give direction to the keeper, manager or operator to rectify the defects or deficiencies within a reasonable period of time.

Section 21. Penalty for Failure to Remedy the Defects and Deficiencies. If the management fails to remedy the defects or deficiencies, the Department shall withdraw or cancel the Certificate of Accreditation of the Ambulatory Clinic and publish in a newspaper of general circulation that such clinic is no longer accredited with DOT.

Section 22. Liability of Keepers/Managers for Acts or Omission of its Employee. Without prejudices to the provisions of existing laws, keepers/managers and their assistants shall be administratively liable for the acts or omissions of any staff-committed against any member or guest. They may, however, be exempt from liability if they could establish that they have exercised the diligence of a good father of the family in the supervision of the erring employees.

CHAPTER VII

GROUNDS FOR CANCELLATION OF ACCREDITATION

Section 23. Grounds for Cancellation of Accreditation. Any of the following acts or omissions shall be sufficient grounds for the cancellation of accreditation:

- a. Making any false declaration or statements or making use of any such declaration or any document containing the same or committing fraud or any act of misrepresentation for the purpose of obtaining the issuance of accreditation;

- b. Failure to maintain the standards and requirements for accreditation as prescribed in the Rules;
- c. Violation of or non-compliance with any of the provisions of these Rules, promulgated orders, decisions and circulars issued by the Department and other concerned government agencies;
- d. Cancellation of license by the BHFS of the DOH or local government concerned; and
- e. Any other act or omission that works against the interest of the tourism industry.

CHAPTER VIII

MISCELLANEOUS PROVISIONS

Section 24. Separability Clause. The provisions of these Rules are hereby declared separable, and in the event that anyone or more of such provisions are declared invalid, the validity of all other provisions shall not be affected thereby.

Section 25. Repealing Clause. All existing Rules and Regulation or Circulars issued by the Department of Tourism on the operations of Ambulatory Clinics subject of these Rules which are inconsistent with the provisions of these Rules and Regulations are hereby repealed and superseded accordingly.

Section 26. Effectivity. These Rules and Regulations shall take effect upon compliance with the requirement on the publication provided for under Book VII, Chapter II of E.O. No. 292, S. 1987

APPROVED AND PROMULGATED THIS ____ DAY OF _____, 200____,
MANILA, PHILIPPINES.

JOSEPH ACE H. DURANO
Secretary

ATTESTED BY:

ATTY. OSCAR P. PALABYAB
Undersecretary
Tourism Services and Regional Offices

fn: Ambulatory/accreditation

4/15/06
4/17/06
4/26/06
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07/27/06