

## Provider Accreditation Requirements

### For Hospitals:

- Hospital Profile with photos of facility
- Securities and Exchange Commission (SEC) Certificate, if applicable
- Tax Identification Number/Certificate of Registration (BIR 2303)
- Updated Department of Health (DOH) License to Operate
- PhilHealth Certification
- Hospital Rates for laboratory/ancillary procedures
- Roster of Doctors accepting HMO/Insurance
- Room Rates
- Executive Check Up Package Rate

### For Clinics/Diagnostic Facilities\*:

\*Multi-specialty or Full-service clinics | Specialty facilities such as Physical Therapy Facility, Eye Center | Purely diagnostic facilities or laboratory among others

- Letter of Intent: Please address to Dr. Marianne Lopez, InLife Benefits Medical Director
- Clinic Profile with photos of facility
- Securities and Exchange Commission (SEC) Certificate, if applicable
- Tax Identification Number/Certificate of Registration (BIR 2303)
- Updated Department of Health (DOH) License to Operate
- PhilHealth Certification: for ambulatory surgical facilities or specialty facilities like Dialysis Clinic, Outpatient Eye Center performing cataract extractions et al.
- Clinic Rates for laboratory/ancillary procedures
- Roster of Doctors and respective clinic schedules
- Annual Physical Exam (APE) Package Rate

### For Doctors/Specialists:

- Accomplished Physician Application Form
- Curriculum Vitae/Resume
- Tax Identification Number/Certificate of Registration (BIR 2303)
- Copy of Professional Regulation Commission (PRC) ID
- PhilHealth Number
- InLife Benefits Medical Specialist Contract
- Diplomate Certificate
- Fellow Certificate, if with sub-specialization

If not applying via our Online Accreditation Application,  
kindly submit the required documents to our Provider Network Administration Department (PNAD)  
thru any of the following channels:

Email:  
providerrelations@inlifebenefits.com.ph

Mail:  
LUZON: InLife Benefits Insurance Company Inc.  
10th Floor, Petron Mega Plaza, Sen. Gil Puyat Avenue, Makati City  
VISMIN: InLife Benefits Insurance Company Inc.  
Unit D&E, 6th Floor MSY Tower Pescadores Road, Cebu Business Park, Cebu City