

How does one become an NSF?

1. Organize a Newborn Screening (NBS) Team. The NBS Team shall be chaired by an NBS Coordinator who shall oversee the NBS Process, collection of samples, release of results, prompt recall, and follow-up of positive cases.
2. Download and fill out the [institutional database form](#) . The form can be also be secured from the Newborn Screening Reference Center - National Institutes of Health (NSRC-NIH) or your respective DOH-Centers for Health Development (DOH-CHDs) or the BARMM Ministry of Health.
3. Submit the form together with the Certificate of Attendance in a Newborn Screening Training to:

Newborn Screening Reference Center
National Institutes of Health, UP Manila

Unit 304 New Gold Bond Building

1579 F. T. Benitez, Malate, Manila

TL [\(+632\) 2476002](tel:+6322476002)/ 04 /06

Fax [\(+632\) 2476008](tel:+6322476008)

E-mail: info@newbornscreening.ph

**Additional requirements for private health facilities is needed: DTI Certificate/SEC Registration/Mayor's Permit/ Business Permit*

4. Application will be forwarded to the Department of Health – CHD following Department Memo 2018-0167 Application of all Health Facilities to become Newborn Screening Facilities. Endorsement from the DOH-CHD is a prerequisite for the assignment of facility codes to the applying health facilities.

5. Once endorsement is received, NSRC will send the following to the applicant:

a. A welcome letter indicating the facility code.

b. Administrative mechanics including how to order the NBS Specimen Collection Kit.

6. Once the facility code and the mechanics are received, order the NBS Specimen Kits from the assigned Newborn Screening Center (NSC).

7. Start offering newborn screening services once the ordered kits are delivered.

8. Inform all sections concerned (e.g. Dept of Pediatrics and OB, Nursery) about inclusion of newborn screening in the facility

9. Prepare an Advocacy and Promotional Plan.

If you have any questions and clarification, please do not hesitate to contact us through our e-mail address: info@newbornscreening.ph. The facility is encouraged to explore the newborn screening website for more information.

All inquiries for training will be forwarded to the respective DOH-CHDs. Conduct of training and orientation is a prerogative of the DOH-CHD and BARMM Ministry of Health.

For more guidance about the systematic implementation of NBS in your Institution, you may refer to the [NCNBSS Manual of Operations](#) or the [Facilitator's Guidebook: Newborn Screening in the Communities](#)

Other [resources](#) on newborn screening are also now available for downloads.

NSF Frequently Asked Questions

Where will we get our facility's DOH-NIH newborn screening certificate?

The DOH-NIH Certificate will be awarded to all newborn screening facilities once they start performing newborn screening. It will be sent to the facility through its respective Newborn Screening Center (NSC).

NSRC will issue a temporary certification in lieu of possible delays in the processing of DOH-NIH Certificate as brought about by the pandemic.

What are the requirements to receive the annual newborn stickers?

Only the active Newborn Screening Facilities (NSFs) will receive annual newborn screening stickers. Basis for the activity is the newborn screening samples sent over the previous year under your facility name and code.

We have not received the DOH-NIH certificate even if our facility has been offering newborn screening for several years, what could be the problem?

These are the possible reasons:

- The certificate was lost in transit.
- The certificate was received by the NSF but there were no endorsements to your Newborn Screening Coordinator.
- The certificate was returned to the sender.

Please call or email the Newborn Screening Reference Center to check if your DOH-NIH certificate has been sent. Kindly send a letter stating non-receipt and request for a second copy. Once approved, the NSRC will process another certificate for your facility.

What should we do if we misplace our DOH-NIH Certificate?

Kindly send a request letter with an affidavit of loss to NSRC.

We have not received the annual sticker and our PhilHealth accreditation is about to expire, what should we do?

Please call or email the Newborn Screening Reference Center. While we are checking your NSF status and tracking your sticker, we will provide a certification in lieu of the annual sticker.

Where will I follow up my order?

Please follow up your orders at your respective Newborn Screening Center.

What are the requirements to change the name of the facility?

Please send a formal communication signed by the Medical Director/Chief of Hospital/Municipal/City/Provincial Health Officer/Clinic Owner/Clinic Manager and attach any of the following documents:

- PRIVATE facility: copy of DTI/SEC or Business/Mayor's Permit
- GOVERNMENT facility: copy of resolution signed by the "Sangguniang Bayan"/DOH Certification or any proof issued by any government agency attesting the approval of their change of name

Will PhilHealth still cover the NCP claims for those discharged early during COVID-19 pandemic, and was recalled for initial collection not in the ideal period?

Per policy (PhilHealth Circular 2018-0021), PhilHealth requires newborns to stay for at least 24

hours in the facility. If a claim is denied, your facility may file for a motion for reconsideration in the PhilHealth regional office and subsequent appeal in Protest and Appeals Review Department (Reference: PhilHealth Circular 03 s.2008). Further inquiries may be directed to PhilHealth's Corporate Action Center at (02) 441-74442 or through actioncenter@philhealth.gov.ph.

What will our facility do if there is a duplication of claims on the same filter card numbers?

If claim is denied due to duplication of the filter card number, you can get a certification from your respective Newborn Screening Center (NSC) that the card was indeed released to the health facility making the claim, and submit it to PhilHealth with a copy of newborn screening test result when you file for a motion for reconsideration.

If it becomes frequent, report it to PhilHealth Main Office thru the Newborn Screening Reference Center (NSRC).

What will our facility do if there are delays in the reimbursement for PhilHealth causing also a delay in payments to Newborn Screening Center (NSC)?

Your facility may follow up with the concerned PhilHealth regional offices and reconcile the status of your claims.

For any updates, please visit PhilHealth's website: www.philhealth.gov.ph where they post all PhilHealth circulars, advisories and news. Further inquiries may be directed to PhilHealth's Corporate Action Center at (02) 441-74442 or through actioncenter@philhealth.gov.ph.