



## HEALTH PARTNERS DENTAL ACCESS INC.

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### **DENTIST ACCREDITATION REQUIREMENT CHECKLIST**

1. For updating of Affiliated Dentist Credentials
  - a. Filled out Dentist information sheet. (if multiple clinics, please fill up 1 form per clinic) \*\*
  - b. Comprehensive Curriculum Vitae with picture & character references
  - c. Photocopy of Certificates of Training (postgraduate courses, if applicable)
  - d. Photocopy of Professional License and PRC Certificate
  
2. For Updating of Business Type
  - a. Photocopy of Business Licenses and Permit
  - b. Copy of Certificate of Registration with Securities and Exchange Commission (SEC) for Partnerships and Corporations
  
3. For Updating of Tax Type
  - a. BIR Certificate of Registration (BIR Form No. 2303)
  - b. Sworn declaration of gross receipts with BIR stamp.
  - c. Scanned copy of Official receipt used.
  
4. For Transfer of Clinic and additional branch.
  - a. Letter requesting to transfer or apply for additional branch.
  - b. Filled out Dentist information sheet. (if multiple clinics, please fill up 1 form per clinic) \*\*
  - c. Comprehensive Curriculum Vitae with picture & character references
  - d. Photocopy of Certificates of Training (postgraduate courses, if applicable)
  - e. Photocopy of Professional License and PRC Certificate
  - f. Photocopy of Business Licenses and Permit
  - g. DTI Registration (when applicable)
  - h. Copy of Certificate of Registration with Securities and Exchange Commission (SEC) for Partnerships and Corporations
  - i. Updated BIR Certificate of Registration (BIR Form No. 2303) with new address
  - j. Sworn declaration of gross receipts with BIR stamp.
  - k. Scanned copy of Official receipt used.
  - l. Pictures of Clinic Facilities, Location Map of clinic to nearest establishment (landmark)
  - m. List of Dental Services with corresponding Fees
  - n. Signed Dental Clinic Affiliation Conditions (DCAC)\*\*

\*\*Note: Forms may be downloaded on our website: [www.healthpartnersdental.com](http://www.healthpartnersdental.com)