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Adjutant General's Branch
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B/49778/AG/ECHS/SOP/On Line/Claim

08 Jul 2013

(All Regional Centres)

SOP FOR ON-LINE BILL PROCESSING

1. Refer to SOP for on-line bill processing.
2. The following amendment are incorporated in the SOP for on line bill processing :-

(a) At present in the case of manual bills beyond 5 Lakhs, the bills are forwarded to MoD for approval/sanction and as per the requirements the following documents have to be signed by OIC Polyclinic concerned :-

- (i) Cover note
- (ii) Referral form/Emergency referral
- (iii) Final bill
- (iv) Discharge/ Death Summary
- (v) MRP Certificate
- (vi) Certificate of Empanelment of hospital
- (vii) Invoice of implant
- (viii) Photocopy of smart card

Since now the on line bill processing has been implemented, the above mentioned documents be signed by Jt Dir (Med)/Dir RC as these physical bills are not being routed through the ECHS Polyclinic and are beingsubmitted by concerned hospital directly at RC ECHS.

- (b) The following amendment to Para 61 (b) 2(k) of SOP for on line bill processing to be carried out :-

For : Pre & Post PTCA real time images to be submitted as and when required by respective authority.

Read Pre and Post PTCA real time images.

2

(c) Para (88) of SOP to be read as under :-

Issue of Medicine on Discharge from Empanelled Hospital

Whenever medicine needs to be continued post discharge from an empanelled hospital for an ECHS beneficiary, the same will be issued for a period of seven days by the treating hospital at the time of discharge and cost of the same will be billed in the consolidated final hospital bill submitted to ECHS.

(d) The existing Paras from (88) onwards to be renumbered wef Para 89 onwards.

3. This has the approval of MD ECHS.

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(Vijay Anand)
Col
Dir (Med)
for MD