

PRIOR APPROVAL : UNLISTED PROCEDURES/TESTS/IMPLANTS

Reference

1. Our letter No B/49773/AG/ECHS dt 12 May 06.
2. Our letter No B/49778/AG/ECHS dt 14 Dec 10.

Background

3. The prior approval procedure of ECHS as elaborated in our letter under reference at Para 1 was reviewed in light of experience gained thus far and recommendations on the subject received in response to our ibid letter at Para 2. After due deliberation revised procedure has been formulated and the same is enumerated in succeeding paragraphs.

Prior Approval

4. Prior approval will be required only for those procedures, implants and tests (diagnostic) which are not listed in CGHS rate list of procedures/investigations/ceiling rates of implants. Prior approval for all such cases will be obtained by fastest means of communication to include fax and e-mail from ECHS Polyclinic. Approving authorities for prior approvals are as follows :-

	<u>Cost of procedure/test/implant</u>	<u>Approving Authority</u>
(a)	Less than two lakhs	SEMO/SMO/PMO/CMO
(b)	Two to four lakhs	Service Specialist in concerned speciality
(c)	Above four lakhs	Concerned Senior Advisor/Consultant at Zonal/Comd Hosp [(for NCR- BHDC/ AH (R&R)]

Channel for Seeking Prior Approval

5. The onus of obtaining prior approval is on the empanelled hospital. It has been experienced that the hospitals have not lived upto expectations in this regard and have forced/coerced patients/their kin to run around with the prior approval documents from hospital to approving authorities. This shall not be accepted henceforth. The hospitals violating this procedure will invite disciplinary action for disempanelment/blacklisting. The documents will be sent by courier/ post/fax/e-mail and not by hand.

6. All prior approvals will be initiated by the Empanelled Hospital where the ECHS patient is undergoing treatment. It will be initiated on the proforma attached as Appx 'A' to this letter, before the proposed procedure/test is carried out. It is mandatory that the treating Specialist/Consultant attaches a detailed case summary justifying the proposed procedure/test/implant with the Appx A.

7. The channel of seeking prior approval is represented diagrammatically at Appx B.

8. The Empanelled Hospital initiating the Appx A will adopt the fastest means to forward the same to the concerned Polyclinic. The OIC Polyclinic will forward the documents to SEMO without delay. SEMO will dispose off all cases upto Rs two lakhs. Cases upto four lakhs will be forwarded to nearest service specialist and those beyond four lakhs will be forwarded directly to Senior Advisor/Consultant.

9. The approving authority after endorsing remarks/approval will forward the proforma back to the SEMO

10. If the SEMO/approving authority feels that the situation is emergent, he/she can communicate his/her opinion directly to the concerned Empanelled Hospital by fax/telephone. This has to be followed by sending the original ink signed hard copy to the concerned Polyclinic.

Emergency Conditions

11. In certain emergency situations due to the urgency of the case or to save life or limb of a patient, prior approval may not be possible. In all such cases the proposed treatment should continue. **Emergent/life saving treatment will not be denied on the plea that 'Prior Approval' needs to be obtained.** However, the concerned Empanelled Hospital will, in discharge summary, give a detailed justification of the cause as to why the prior approval was not obtained for that particular procedure/test. There is no provision, however, of an ex post facto 'Prior Approval' and the Proforma (Appx A) will NOT be used in such cases.

Disposal

12. The ink signed copy of prior approval, duly approved by the competent authority, will be attached in original along with the bills being submitted by the Empanelled Hospital for payment.

Conclusion

13. With the simplification of prior approval procedure it is expected that patients and their relatives will not be put to avoidable hardships. Stn HQ are requested to ensure that the aforestated instructions are communicated to all the Empanelled Hospitals/Nursing Homes/Diagnostic Centres in their AOR and that the Proforma for prior approval as per Appx A to this letter is made available in sufficient quantity to them.

14. Our letter No B/49773/AG/ECHS dt 12 May 2006 is superseded.

Sd/- X X X

MD ECHS

Authority : B/49778/AG/ECHS/PA/Ruling 28 Jun 2011

Appx A

(Refers to Para 6 of Central Organisation ECHS letter No B/49778/AG/ECHS/PA/Ruling dt 28 Jun 11)

ECHS Membership No

APPROVAL FOR UNLISTED PROCEDURE/IMPLANT/TEST AT ECHS EMPANELLED HOSPITAL

PART – I (To be filled by the Empanelled Hospital)

1. Name (Patient).....2. Relationship with ECHS Member
3. No 4. Rank..... 5. Name (Member).....
6. Hospital.....
7. Diagnosis
8. Proposed Treatment Procedure/Test/Implants.....
9. Estimated Cost (Rs)..... (in words).....
10. Case summary including investigation reports attached (Yes/No)..... 11. Remarks
12. Date..... 13. Signatures & Stamp of Treating Physician/Consultant

PART II – ENDORSEMENT BY OIC POLYCLINIC

14. Received on _____(date) at _____(time) and forwarded to SEMO on _____ at _____.

(OIC Polyclinic)

PART II (To be filled by the SEMO/SMO/PMO/CMO)

- 15.* APPROVED/NOT APPROVED/FORWARDED FOR APPROVAL TO (competent approving authority)
.....
 16. Date..... 17. Place..... 18. Signatures & Stamp of SEMO
- (*Strike out whichever is not applicable)

PART III (To be filled by approving authority other than SEMO/SMO/PMO/CMO if applicable)

19. Remarks.....

APPROVED/NOT APPROVED

20. Date21. Place 22. Signature with Stamp.....

Note

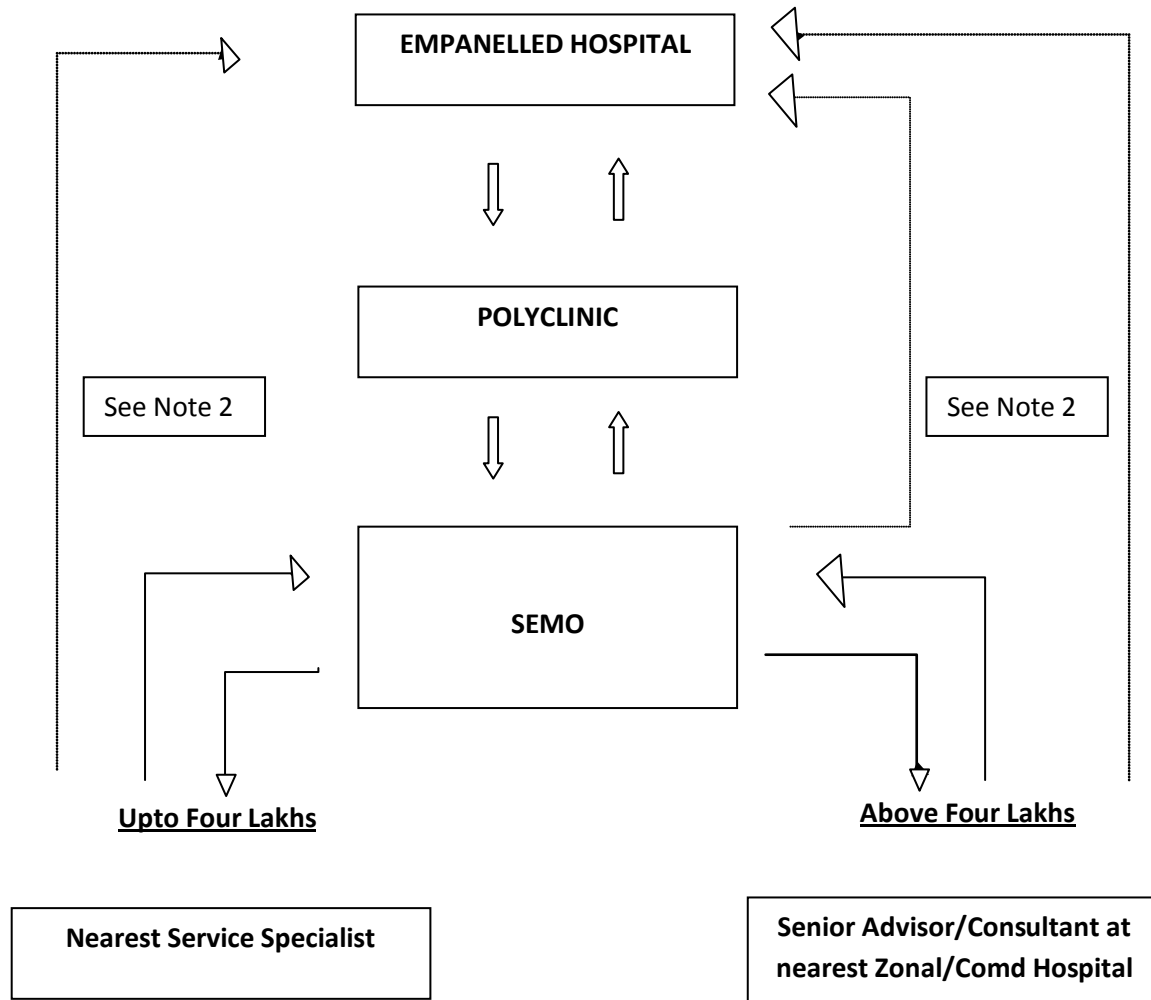
1. Empanelled Hospitals will forward this form directly to the OIC Polyclinic. Necessary case summary alongwith investigation reports will be enclosed by the Hospital.
2. SEMO will fwd the case summary & documents directly to the approving authority (if required) with recommendations.

3. In emergencies, the hospital may proceed with the treatment/test/procedure and justify the cause in discharge summary.

Appx B

(Refers to Para 7 of Central Organisation ECHS letter No B/49778/AG/ECHS/PA/Ruling dt 28 Jun 11)

PRIOR APPROVALS : UNLISTED PROCEDURES/TESTS/IMPLANTS
(CHANNEL OF APPROVAL)



Notes

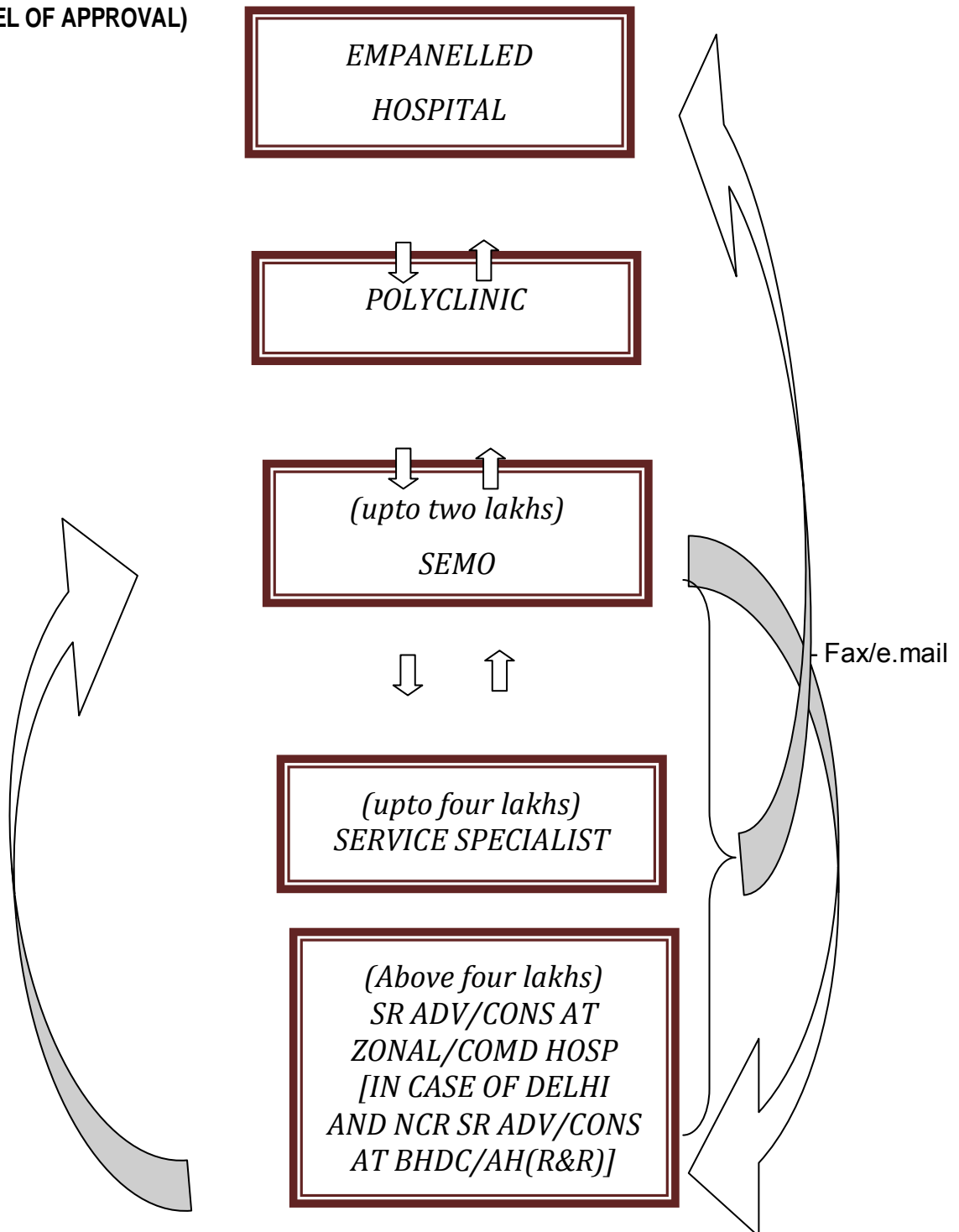
1. Movement of the Proforma for Prior Approval should be by fastest possible means.
2. Sanction be faxed/e-mailed to empanelled hospital to avoid delays. Ink signed hard copies may follow as per channel indicated above.
3. In case of Prior Approvals above four lakhs the OIC ECHS will endorse a copy of approval to Regional Centre, ECHS for record.
4. It is mandatory to attach the original approved copy with the bills being submitted.

Appx B

(Refers to Para 8 of Central Organisation ECHS letter No B/49778/AG/ECHS/PA/Ruling dt Jun 11)

PRIOR APPROVALS : UNLISTED PROCEDURES/TESTS/IMPLANTS

(CHANNEL OF APPROVAL)



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