

PROCESSING OF MINOR HOSPITAL BILL AND INDIVIDUAL CLAIMS

1. References :-

- (a) Govt of India letter No 24 (8)/03/US(WE)/D(Res) dated 19 Dec 2003.
- (b) Central Organisation letter No B/49773/AG/ECHS dated 25 May 2004.

2. ECHS members are referred to different empanelled hospitals/diagnostic centres/dental clinics for various treatment/procedures. They can avail treatment in any hospital including non empanelled medical facility when faced with emergency involving threat to life or limb. In case of undertaking treatment in a non empanelled hospital, the bills are cleared by the member and subsequently reimbursement is claimed. The bills from empanelled hospital and individual claims are paid out of cash assignment of Stn HQ after processing and working out the entitled amount.

3. On many occasions ECHS members and their dependents are referred to Empanelled hospital/diagnostic centres as outpatients for consultations and investigations. Many a times the cost of consultations/investigations or routine medical procedures is quite low. There is no value additional in scrutiny by the SEMO as package rates are applicable. Processing of such minor Medical bills when submitted by hospitals/diagnostic centres or claimed by ECHS member is time consuming and causes avoidable inconvenience and paper work. The problem is getting more acute in high pressure stations.

4. In view of the above, it has been decided to lay down guidelines and procedures to be followed while processing low cost emergency claims and hospital bills including allowances (up to Rs 5000/-) to be reimbursed from the Cash Assignment of Stn HQs without involving the SEMO at high pressure Stns as per Appx att. This will avoid delay in bill processing and inconvenience to the ECHS members.

PROCEDURE FOR PROCESSING MINOR REIMBURSEMENT BILLS

5. Bills/claims of following type will be considered to be of minor nature :-

- (a) OPD Consultation including re-visit and subsequent visit(s).
- (b) Orthopedic and plaster work.
- (c) Physiotherapy.
- (d) Dental procedures.
- (e) All X-Ray procedures including CT & MRI.
- (f) Ultrasound Investigation.
- (g) Clinical Pathology, Hematology, Biochemistry, Histopathology, Bacteriology and Serology.
- (h) Dialysis.
- (i) Travelling allowances.

6. The ECHS empanelled facilities/member will be required to submit the bill duly signed and authenticated by Hosp authorities to the OIC Polyclinic. Following documents will be attached in duplicate alongwith the bill/claim :-

- (a) Referral slip from Polyclinic and Photocopy of ECHS Card.

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- (b) Copy of prescription slip and/or investigation report.
- (c) **In TA Claims Only** – Case summary prepared by Medical Specialist/MO of Polyclinic in case patient reqd referral to outstation medical facility, for which TA has been claimed.
- (d) Receipt for payment.

7. The bills will be examined by the medical specialist/medical officer in Polyclinic and OIC Polyclinic will do authentication and verification of rates charged/claimed which will be compared with approved CGHS/AIMMS rates and the entitled amount worked out.

8. Medical specialist of ECHS Polyclinic will be considered as SEMO for processing such minor bills. His recommendations as SEMO will be endorsed on the bill/claim. In case, there is no medical specialist in the Polyclinic, the medical specialist of local Service hospital will endorse his recommendation after processing by MO of Polyclinic.

9. Thereafter, the bill will be fwd to Station Headquarter for the approval of Station Commander and payment.

10. In case of any ambiguity in validating treatment modality offered, procedure undertaken or pathology investigations the bills/claim will be referred to the SEMO (CO, Military Hospital) by Stn Cdr for authentication, before making payment from cash assignment.

11. In respect of minor bills upto Rs 5000/- OIC, ECHS may sign the bills on behalf of Station Commander. It is further clarified that the stn cdr will remain the sanctioning authority and after he has sanctioned the bills on note on file, the communication regarding sanction may be signed by the OIC ECHS. (Amendment be made in Para 11 of vide out letter No B/49778/AG/ECHS/Policy dated 21 Oct 2010).

Sd/xxxxxx

Offg Dir (Med)
For Managing Director

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