

RECONCILIATION OF HOSPITAL BILLS CODE HEAD : 365/00

1. Further to this Organisation letter of even reference dated 06 Mar 09 (Para 07).
2. Policy for Reconciliation of Hospital bills was to be implemented with effect from 31 Mar 09. By now the teething problems of monthly reconciliation would have been resolved and the reconciliation process would be firmly in place.
3. MoD has been insisting on various data regarding medical bills, hospital wise, polyclinic wise and Stn HQ wise. This HQ does not have the requisite data. The same can be obtained from the Reconciliation Statements being generated by the polyclinics functioning under the Stn HQ. Thus a 'Reconciliation Return' is being instituted at this stage. 'Reconciliation return' is to be sent to this HQ once in three months (quarterly). The return will have all data month wise pertaining to the previous three months. The return should be submitted as per the format attached at Appx 'A'. The return is to be forwarded by respective Stn HQ to concerned Regional Centres and HQ Commands. The hard copy of the return should be accompanied by a soft copy on a CD.
4. Regional Centres are to compile all data pertaining to their AOR and forward the same to this HQ in form of a CD along with a hard copy of Appx 'B'. Copy of the same should also be forwarded to respective HQ Command. This CD should contain all data as received from Stn HQ plus the compiled data as per Appx 'B'.
5. The first such Return for the month of Jul, Aug and Sep 09 should be compiled and forwarded so as to reach this HQ and HQ Command by 15 Nov 09. Subsequently this Reconciliation return should reach on or before 15 Jan, 15 Apr, 15 Jul and 15 Oct for the respective quarters.
6. All Command HQ are requested to issue instructions to Stn HQ under their AOR for strict compliance.

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For MD ECHS

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