

Tele: 25682392
ASCON: 36834

Central Organisation ECHS
Adjutant General's Branch
Army Headquarters
Maude Lines
Delhi Cantt- 110 010

B/49779/AG/ECHS

17 Sep 2009

IHQ MoD (Navy) {SO, ECHS}
Air Headquarters (VB) (DPS)
HQ Southern Command (A)
HQ Eastern Command (A)
HQ Western Command (A)
HQ Central Command (A)
HQ Northern Command (A)
HQ South Western Command (A)

**POLICY ON PROCESSING OF BILLS
RELATED TO CONSULTATION FEES**

1. The bills on consultation constitute a large percentage of hospital bills. While the amounts of such bills are low and fixed across the Country, the processing procedure being followed is the same as in case of high value bills. For example, the approved rate in Delhi is Rs. 61/- per consultation. It is considered that the unnecessary paperwork and delay in processing of claim towards consultation charges, when referred to any empanelled hospital, can be considerably reduced by raising hospital wise composite claims. This will also provide more time to the processing officials in carrying out quality check of high value bills leading to reduction in costs.

2. **Procedure.** The procedure to be followed for raising and payment of composite bills towards **CONSULTATION FEES** is as follows:-

(a) **Raising of bills by Hospitals.** The hospitals may be asked to raise composite bills for the referrals made towards OPD consultation during the month. These would include cases where only consultation charges are involved and no further investigation / treatment procedures were carried in the hospital. Each of the hospital bills including the composite consultation bills should be serially numbered throughout the year in the usual manner for easy identification. A specimen of the Bill to be raised by the Hospital is placed at Appendix A.

(b) The hospitals while forwarding the composite consultation bill to the Polyclinics will ensure that each entry of the bill is enclosed with original referral forms of the patients supporting the outcome of consultation.

(c) **Action at the Polyclinic.** On receipt of composite consultation bills from the empanelled hospitals, the OIC Polyclinic will register the claims and verify the correctness of the bill and the referral forms enclosed. The OIC Polyclinic will then prepare a contingent bill cum cover note. The specimen of the contingent bill cum cover note is placed as Appendix B. The contingent bill cum cover note enclosed with the original composite consultation bill received from hospital and the original referral forms in original will be forwarded to Stn HQ for further action.

(d) **Action at the Stn HQ.** The Cash Assignment Officer / OIC ECHS Cell will obtain CFA sanction and make the payment to the concerned hospital in the usual manner and will endorse a copy of the covering letter to the OIC Polyclinic for necessary reconciliation. The original contingent bill cum cover note alongwith the original composite consultation bill and referral forms will be forwarded to the concerned PCDA / CDA for post audit. A photocopy of the contingent bill cum cover note alongwith the composite bill will be retained as record.

3. You are requested to circulate this policy to all concerned under your AOR for necessary compliance.

Sd/--

(SP Patil)
Brig
Dy MD
For MD ECHS

Encl: As stated

Copy to:-

All Regional Centres