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

B/49779/AG/ECHS

06 Mar 2009

IHQ MoD (Navy) {SO ECHS}
Air Headquarters (VB) (DPS / D Fin P)
HQs Southern Command (A)
HQs Eastern Command (A)
HQs Western Command (A)
HQs Central Command (A)
HQs Northern Command (A)
HQs South Western Command (A)

RECONCILIATION OF HOSPITAL BILLS
CODE HEAD : 365/00

1. Further to this Organisation letter of even reference dated 03 Mar 2009.
2. It has come to notice that a few hospitals are intimating higher amounts and number of bills outstanding for payment as compared to the figures provided by the Station HQ on outstanding amounts with respect to a particular hospital.
3. The reasons for the disparity could be as follows:-
 - (a) Civil hospitals are not amending their outstanding figures with respect to the amounts disallowed by the Station Commanders / SEMOs.
 - (b) There are bills in process with the OsIC Polyclinic and the SEMOs which are not known by the Station HQ.
4. A need has been felt to reconcile the outstanding bill numbers and amounts with the civil empanelled facilities on a regular basis. It is intimated that the point for receipt of hospital claims is the Polyclinics where the claim is registered and a unique identification code number is allotted to each bill. After scrutiny, these bills are forwarded to the SEMOs who inturn forward the bills to the Station HQ after making their recommendations. The bills are returned to the Polyclinics in case of observations

and bills forwarded to Station HQ are paid by the Cash Assignment Officer after obtaining CFA sanction.

5. The details of payment and the amounts disallowed are not endorsed to the Polyclinics. Hence, the Polyclinics do not get to know the total number of bills pending for payment against the total number of bills received.

6. It has been decided that in future the copy of the forwarding letter of the cheque with detail of payments to the empanelled hospital should also be provided to the Polyclinics. The Polyclinics will maintain bill-wise claimed and paid amount in respect of each of the empanelled hospitals in the format appended below:-

Name of the Civil Empanelled Facility.....PLACE

Date of Bill raised & details	Date of bill received	Particulars of claim	Unique Identification Number	Amount Claimed	Date forwarded to SEMO	Amount paid by Stn HQ with details	Amount Disallowed

7. A hospital wise monthly summary will be prepared as under:-

- (a) Outstanding no. of Bills and amount carried forward from previous month -
- (b) Number of Bills received during the month and total amount -
- (c) Total Amount disallowed -
- (d) Total numbers & amount paid during the month -
- (e) Balance numbers & amount outstanding -

Signature of OIC Polyclinic

Signature of Reps of Hospital

8. A reconciliation will be carried out in the first week of each quarter ending with the representatives of the hospitals and signatures would be obtained on the reconciliation statement / register to confirm that the Polyclinics and the empanelled hospitals are in agreement. OIC Polyclinics shall forward the reconciliation statement to Stn HQ and Regional Centre ECHS.

9. Since the Polyclinics would know the exact details of the outstanding bills and the trend of its receipt, all budgetary projections will be made by the OIC Polyclinics to the concerned Station HQ which inturn will compile, analyse and forward budget estimates in the laid down periodicity to higher formations. This will ensure correct assessment of

the ECHS liability and will avoid embarrassments towards non payment of bills due to paucity of funds. The Polyclinics will forward copy of the summary every month to the concerned Station HQ for keeping them up to date.

10. This may be forwarded to all concerned within your AOR for strict compliance and **the first reconciliation should be carried out as on close of 31 Mar 2009.**

Sd/----
(KK Krishnia)
Gp Capt
Dir (P&FC)
For MD ECHS

Copy to :-

All Regional Centres