

Tele 25683476
Mil:36833

Central Organisation ECHS
Adjutant Generals Branch
Integrated Headquarters
Ministry of Defence (Army)
Thimayya Marg
Near Gopinath Circle
Delhi Cantt -110010

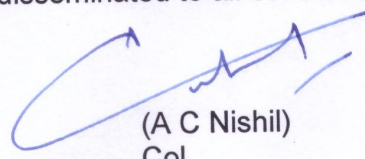
B/49769/AG/ECHS

11 Apr 2022

All RCs

EXTENSION OF STAY FOR HOSPITALS MODULE

1. The BPA has developed an '**Extension Of Stay Module**' for the benefit of the Hospital and beneficiaries in a step to further digitization of the system and automate the process.
2. The module is designed to give extension in three stages beyond 12 days as under :-
 - (a) Stage I (13 to 30 Days)-Approval by OIC, Polyclinic.
 - (b) Stage II(31 to 60 Days)-Approval by Dir RC through OIC Polyclinic and JDHS RC.
 - (c) Stage III(61 to 120 Days)- Approval by MD ECHS through OIC PC,JDHS RC, Dir RC, Dir(Med) CO ECHS and Dy MD CO ECHS.
3. The empanelled hosp will intimate the necessity of extended hospitalization through the BPA portal (www.echsbpa.utiitsl.com/ECHS) with required supporting docu and the duration of requirement of Extended Stay in stages. The status after the submission may be checked by the hospital on the BPA site.
4. Detailed instructions to the users for requesting the extension of stay and its approval process is attached as Appx. The module will be live from 11 April 2022 onwards.
5. The contents of this letter may pl be widely disseminated to all concerned.


(A C Nishil)
Col
Dir(Med)
For MD ECHS

Copy to: -

Mod/DoESW
CGDA
UTI-ITSL(BPA)
SDCPL

} For Info pl

Internal

All Sec -for info
Stats & Automation Sec-for uploading on website

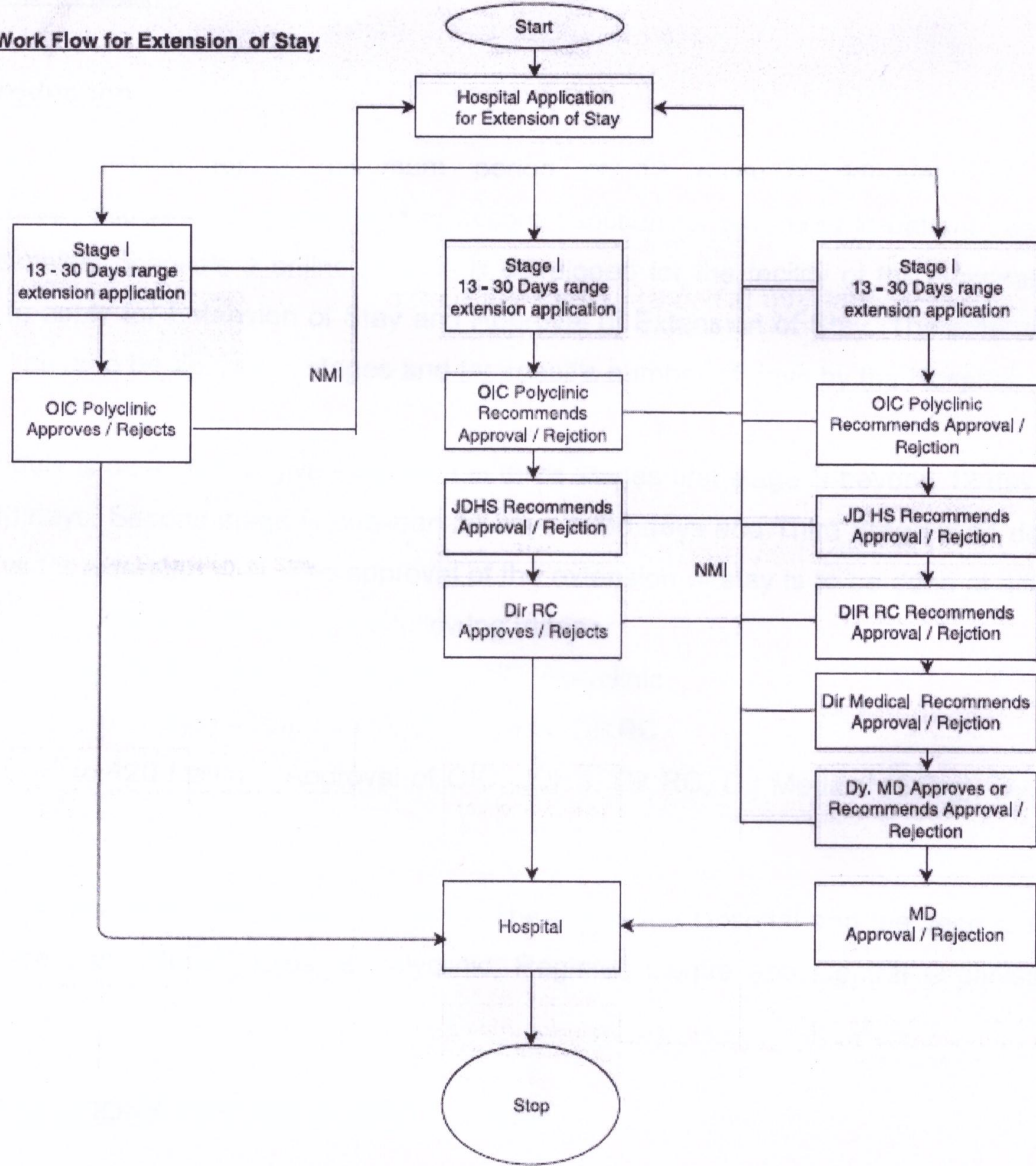


UTI Infrastructure
Technology And
Services Limited

यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड
(भारत सरकार की एक कंपनी)
UTI Infrastructure Technology And Services Limited
(A Government of India Company)

Work Flow

Work Flow for Extension of Stay



CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलपुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलपुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI MLS (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099
Email: mumbai@utiitsl.com



INSTRUCTION FOR USERS FOR APPLICATION OF EXTENSION OF STAY ON BPA PORTAL OF ECHS

1. Introduction

Hospital admission for a maximum period of 12 days is adequate for most procedures/treatment. to monitor and to accord sanction for extended in patient treatment at empanelled hospitals a online module is developed for the facility of the Hospitals and ECHS to apply for Extension of Stay and Approval of Extension of Stay. The extension of stay will have to be applied in stages and for specific number of days by the Hospital.

The module is designed to give extension in three stages first stage is beyond 12 days and up to 30 days, Second stage is between 31 days to 60 days and Third Stage is 61 days to 120 days for extended stay. The approval of the extension of stay is to be done at different levels and by different officials in the following manner:

Stage I (13 days to 30 Days) – Approval of OIC, Polyclinic

Stage II (31 to 60 Days) – Approval of OIC, JDHS, Dir RC

Stage II (61 to 120 Days) – Approval of OIC, JDHS, Dir RC, Dir Medical (COrg), Dy. MD, and MD

This system will affect two groups of users. The first is the Hospital and the second is the ECHS Users at different roles at Polyclinic, Regional Centre and Central Organisation, ECHS.

2. INSTRUCTIONS FOR THE HOSPITAL USER

Hospitals will apply for the extension of stay for the patients wherever it is necessary for the treatment of the patient beyond 12 days of Hospitalization. The module is designed to give extension in three stages first stage is beyond 12 days and up to 30 days, Second stage is between 31 days to 60 days and Third Stage is 61 days to 120 days for extended stay. The

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614

दूरभाष: 022-67931010

फैक्स: 022-67931099

ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614

Tel: 022-67931010

• Fax: 022-67931099

• Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614

Tel: 022-67931010

• Fax: 022-67931099

Email: mumbai@utiitsl.com

approval of the extension of stay is to be done at different levels and by different officials in the following manner:

Stage I (13 days to 30 Days) – Approval of OIC, Polyclinic

Stage II (31 to 60 Days) – Approval of OIC, JDHS, Dir RC

Stage II (61 to 120 Days) – Approval of OIC, JDHS, Dir RC, Dir Medical (COrg), Dy. MD, and MD.

Hospital is to apply with the exact dates for which extension is required and with reasons and documents in support of the case. Hospitals can see the status of the extension of stay applied under the link of Status of Extension of Stay.

Following are the screens for application and Status of Extension of Stay with self explanatory fields to be filled. System will validate the responses and then only will be submitted.

Below is the screen for application of Extension of Stay. Click the link under Activities > Extension of Stay – Apply. Enter the Claim ID for which extension of stay has to be applied.

Menu		Claim For Pre-Authorization Of Extended Stay	
Intimation	Current Page	Claim ID	<input type="text"/>
Bill Submission			<input type="button" value="Submit"/>
Activities			
Cancel Claim			
Cancel Accepted Referral			
Extension Of Stay - Apply			
Extension Of Stay - NMI			
Extension Of Stay - Status			
Unlisted Procedure - Apply			
Unlisted Procedure - NMI			
Unlisted Procedure - Download			
Unlisted Procedure - Status			
Documents			
MIS Reports			

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलपुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय
प्लॉट नं 3, सेक्टर-11, सीबीडी बेलपुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099
Email: mumbai@utiitsl.com



यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड
(भारत सरकार की एक कंपनी)
UTI Infrastructure Technology And Services Limited
(A Government of India Company)

Intimation	Claim For Stay Extension							
Bill Submission	Sr.	Claim ID	Adm. No.	Admit Date	Card ID	Patient Name	Room No	Acknowledged On
Activities	1	XXXXXXXXXX	381967	30/12/2017	XXXXXXXXXX	XXXXXXXXXX	ACU	02-Jan-2018 11:05

Cancel Claim
Cancel Accepted Referral
Extension Of Stay - Apply
Extension Of Stay - NMI
Extension Of Stay - Status
Unlisted Procedure - Apply
Unlisted Procedure - NMI
Unlisted Procedure - Download

Click the Claim ID link to open the claim.

Menu	Application For Pre-Authorization For Extended Stay			
Intimation	Claim ID	XXXXXXXXXX	Patient Name	XXXXXXXXXX
Bill Submission	Name Of ESM	XXXXXXXXXX	Relation	Son
Activities	Admission Date	30/12/2017 03:25	Expected Discharge Date	06/01/2018
	Patient Details	Admission	Details of Stay Extension	Upload Documents
Cancel Claim	Please note: Upload Stay Extension Document under Document Tab.			
Cancel Accepted Referral	Range of stay extension 31 - 60			
Extension Of Stay - Apply	Diagnosis			
Extension Of Stay - NMI	Proposed New Date Of Discharge			
Extension Of Stay - Status				
Unlisted Procedure - Apply				
Unlisted Procedure - NMI				
Unlisted Procedure - Download				
Unlisted Procedure - Status				
Documents				
MIS Reports				

Enter the dates and reason/diagnosis for the extension of claim along with the new date of proposed discharge.

Menu	Application For Pre-Authorization For Extended Stay			
Intimation	Claim ID	XXXXXXXXXX	Patient Name	XXXXXXXXXX
Bill Submission	Name Of ESM	XXXXXXXXXX	Relation	Son
Activities	Admission Date	30/12/2017 03:25	Expected Discharge Date	06/01/2018
	Patient Details	Admission	Details of Stay Extension	Upload Documents
Cancel Claim	Stay Extension Documents			
Cancel Accepted Referral	Select Document Type From The List			
Extension Of Stay - Apply	Choose File No file chosen			
Extension Of Stay - NMI	Upload			
Extension Of Stay - Status	All the documents uploaded must be in PDF format			
Unlisted Procedure - Apply	Select any one document type from the list and click on the browse button. Select the file and click on upload button			
Unlisted Procedure - NMI	Sr	Document Type	File Name	File Size
Unlisted Procedure - Download				Date
Unlisted Procedure - Status				
Documents				
MIS Reports				

Upload the document in support of the Extension of Stay requirement.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099

ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099

Email: mumbai@utiitsl.com

Menu **Application For Pre-Authorization For Extended Stay**

Intimation Claim ID XXXXXXXXXXXX Patient Name XXXXXXXXXXXX
 Bill Submission Name Of ESM XXXXXXXXXXXX Relation Son
 Admission Date 30/12/2017 03:25 Expected Discharge Date 06/01/2018

Activities: Patient Details Admission Details of Stay Extension Upload Documents

Please note: Upload Stay Extension Document under Document Tab.

Range of stay extension 31 - 60
 Extension is required for proper management of patient.

Diagnosis

Proposed New Date Of Discharge 28/02/2018

Sr	Document Type	File Name	File Size	Date
----	---------------	-----------	-----------	------

Cancel Claim
 Cancel Accepted Referral
 Extension Of Stay - Apply
 Extension Of Stay - NMI
 Extension Of Stay - Status
 Unlisted Procedure - Apply
 Unlisted Procedure - NMI
 Unlisted Procedure - Download
 Unlisted Procedure - Status
 Documents
 MIS Reports

Menu **Claim For Pre-Authorization Of Extended Stay**

Intimation Current Page Claim ID 9265358

Bill Submission

Activities

Cancel Claim
 Cancel Accepted Referral
 Extension Of Stay - Apply
 Extension Of Stay - NMI
 Extension Of Stay - Status
 Unlisted Procedure - Apply
 Unlisted Procedure - NMI

Information notice window

- Intimation For Stay Extension Sent For Approval

Close

On submission of the request a message of Intimation for Stay Extension Sent for Approval comes on the screen.

To check the status of extension of Stay status check the link Extension of Stay - Status

Menu **Application for stay extension - Status**

Intimation	Sr.No	Claim ID	Applied Date	Range	Prop. DOD	App. DOD	Process Date	Remarks	Status
Bill Submission	1	XXXXXXXXXX	06/04/2022 17:30	31-60	28/02/2018	28/02/2018	06/04/2022 17:32	approved	
Activities	2	XXXXXXXXXX	04/04/2022 10:56	31-60	10/02/2018	05/02/2018	04/04/2022 11:46	no need upto 7	
Cancel Claim	3	XXXXXXXXXX	04/04/2022 10:39	13-30	29/01/2018	29/01/2018	04/04/2022 10:40	Extension is granted	
Cancel Accepted Referral	4	XXXXXXXXXX	31/03/2022 11:41	13-30	22/01/2018	17/01/2018	01/04/2022 13:08	5 days of extra stay is enough	
Extension Of Stay - Apply	5	XXXXXXXXXX	25/03/2022 15:11	13-30	18/06/2014	16/06/2014	25/03/2022 15:14	aor	Recommended for Approval By ECHS Polyclinic
Extension Of Stay - NMI	6	XXXXXXXXXX	25/03/2022 12:12	13-30	04/08/2016	04/08/2016	25/03/2022 12:13	app	Recommended for Approval By ECHS Polyclinic
Extension Of Stay - Status	7	XXXXXXXXXX	25/03/2022 11:57	13-30	12/06/2017	12/06/2017	25/03/2022 12:05	jj	Recommended for Approval By ECHS Polyclinic
Unlisted Procedure - Apply									
Unlisted Procedure - NMI									
Unlisted Procedure - Download									
Unlisted Procedure - Status									
Documents									
MIS Reports									
Financial									

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
 दूरभाष: 022-67931010 • फेक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय
 प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
 दूरभाष: 022-67931010 • फेक्स: 022-67931099
 ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
 Tel: 022-67931010 • Fax: 022-67931099
 Email: mumbai@utiitsl.com



UTI Infrastructure
Technology And
Services Limited

यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड
(भारत सरकार की एक कंपनी)
UTI Infrastructure Technology And Services Limited
(A Government of India Company)

INSTRUCTION FOR POLYCLINIC USER (OIC POLYCLINIC)

The OIC Polyclinic will use the link Activities > Extension of Stay – Process. Open the Claim after clicking the Claim ID link and Process the request of Extension of Stay of the Hospital. Here the user can do the approval, rejection or ask for NMI from Hospital for processing the request.

Menu		List of claims for stay extensions.					
Intimation	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Activities	1	XXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	31 - 60	06/04/2022 17:30	Applied
Cancel Claim							
Extension Of Stay - Process							
Unlisted Procedure - Process							
MIS Reports							
Reimbursement							
Member Claims							

Menu		Approval process of Extended Stay			
Intimation	Claim ID	XXXXXXXXXXXXXX	Patient Name	XXXXXXXXXXXXXX	
Activities	Admission Date	14/08/2014 14:50	Applied For Stay Extension Upto	13/09/2014	
Cancel Claim					
Extension Of Stay - Process					
Unlisted Procedure - Process					
MIS Reports					
Reimbursement					
Member Claims					
Other					
		Patient Details	Referral	Details of Stay Extension	Uploaded Documents
		Applied For Stay Extension Up-to 13/09/2014			
		<input type="radio"/> Approval for request of stay extension <input type="radio"/> Rejection of request for stay extension <input type="radio"/> Need More Info Required			
		Grant Stay Extension Up-to			
		* Remarks			
		Submit			

Using the request for Approval for request of Stay extension, Rejection of request for stay extension or Need more Info Required by selecting the appropriate radio button and giving the date for approval along with remarks and submit. In the stage I request for approval from (13 to 30 Days) it will be going back to Hospital based on the recommendation of OIC Polyclinic.

In case the approval or rejection is for the Stage II or Stage II it will go to JD HS, Regional Centre for further approval/rejection of the request. After JD HS it will go to Director RC for approval or rejection. In case of NMI from OIC Polyclinic it will go back to Hospital for NMI response.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099
Email: mumbai@utiitsl.com

INSTRUCTION FOR JD HS REGIONAL CENTRE

Extension of Stay request from Hospitals will reach to Polyclinics for all stages of approval. In case of the Extension of Stay is required for Stage II (31 to 60 Days) or Stage III (61 to 120 Days) the application request of Hospital will come to JDHS for approval/rejection after the recommendation of OIC, Polyclinic.

Menu		List of claims for stay extensions.					
Claim Verification	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Activities	1	XXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	31 - 60	06/04/2022 17:32	Recommend for approval
Pre-Authorization Letter							
Auth Letter-Extension							
Revert Request							
Extension Of Stay - Process							
Extension Of Stay - NMI							
MIS Reports							
Financial							
Supplementary							
Other							

Open the link and submit after selecting the status as Recommended for Stay Extension and Recommended rejection for stay extension. Or can raise the NMI to the Hospital in case of need more information from the Hospital. Once the Hospital replies to the NMI it will come under Extension of Stay – NMI link. From this link open the claim and process for further approval.

Menu	Approval process of Extended Stay			
Claim Verification	Claim ID	XXXXXXXXXX	Patient Name	XXXXXXXXXX
Activities	Admission Date	30/12/2017 03:25	Applied For Stay Extension Up-to	28/02/2018
Pre-Authorization Letter	Patient Details	Admission	Details of Stay Extension	Uploaded Documents
Auth Letter-Extension	Decision For Stay Extension			
Revert Request	Applied For Stay Extension Up-to 28/02/2018			
Extension Of Stay - Process	Status			
Extension Of Stay - NMI	<input type="radio"/> Recommended for stay extension <input type="radio"/> Recommended rejection for stay extension			
MIS Reports	Grant Stay Extension Up-to			
Financial	Remarks			
Supplementary	<input type="text"/>			
Other	<input type="button" value="Submit"/>			

After the recommendation of JD HS the request will go to the Director RC for approval / rejection for the cases where the extension of stay is required for Stage II(31 to 60

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099

ई-मेल: mumbai@utiitsl.com

CMMI MLS (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

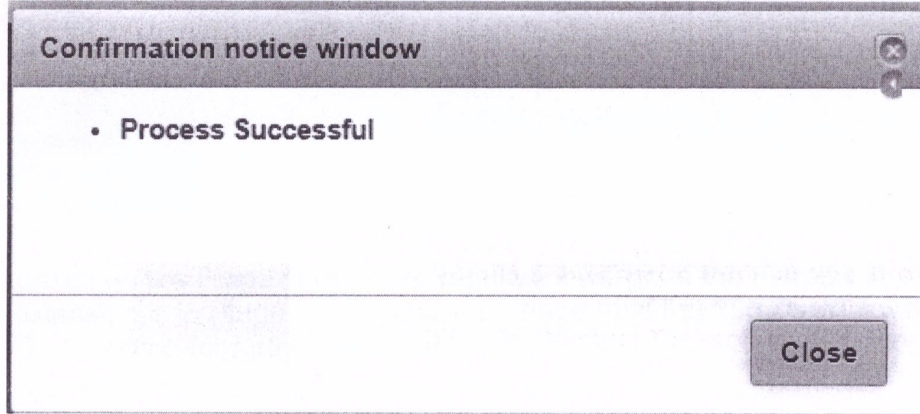
Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099

Email: mumbai@utiitsl.com

Days) and in case the request is for extension of stay of Stage III (61 to 120 Days) it will go to Central Organisation Director Medical for approval / rejection.



On JD HS click of Submit button the above message will come as Process Successful.

INSTRUCTION FOR DIRECTOR REGIONAL CENTRE

After the processing of the Extension of Stay by JD HS application will come to Director Regional Centre. The Director RC for approval / rejection for the cases where the extension of stay is required for Stage II(31 to 60 Days) and in case the request is for extension of stay of Stage III (61 to 120 Days) it will go to Central Organisation Director Medical for approval / rejection. Following is the screen for approval / rejection of the request of application of Hospital for extension of Stay.

Menu		List of claims for stay extensions.					
Activities	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Sanction Letter	1	XXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	31 - 60	07/04/2022 10:43	Recommend for approval
Process Request							
Revert Request							
► Extension Of Stay - Process							
Extension Of Stay - NMI							
Manual Claim Allotment							
HQS Reports							
Financial							
Supplementary							

On Clicking the link of Claim ID the claim will open and there the processing has to be done.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099

ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099

Email: mumbai@utiitsl.com

Menu		Approval process of Extended Stay			
Activities	Claim ID	XXXXXXXXXX		Patient Name	XXXXXXXXXX
Sanction Letter	Admission Date	30/12/2017 03:25		Applied For Stay Extension Upto	28/02/2018
Process Request	Patient Details	Admission	Details of Stay Extension	Uploaded Documents	Decision For Stay Extension
Revert Request	Applied For Stay Extension Up-to		28/02/2018		
Extension Of Stay - Process	Status		<input type="radio"/> Approved stay extension request <input type="radio"/> Reject stay extension request		
Extension Of Stay - NMI	Grant Stay Extension Up-to				
Manual Claim Allotment	Remarks				
MIS Reports			Submit		
Financial					
Supplementary					
Other					

Based on the Stage of Approval required it will go to the Hospital in case the request of extension is in Stage II and in case of Stage III (61 to 120 Days) it will go to the Central Organisation for further approval.

Menu		List of claims for stay extensions.					
Claim Verification	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Activities	1	XXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	61 - 120	07/04/2022 11:05	Recommend for approval
Process Request							
Extension Of Stay - Process							
Extension Of Stay - NMI							
Unlisted Procedure - NMI							
Unlisted Procedure - Process							
Print Unlisted Procedure For Approval							
MIS Reports							
Supplementary							
Other							

INSTRUCTION FOR DIRECTOR REGIONAL CENTRE

After the approval / rejection recommendation of RC Director the request will come to Director Medical (Central Organisation) for further approval / reject. The following screen will appear on click of the link Activities > Extension of Stay – Process.

On click of the link of Claim it opens and the user can Approve / Reject the request or raise NMI.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614

दूरभाष: 022-67931010

ई-मेल: mumbai@utitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614

Tel: 022-67931010

Email: mumbai@utitsl.com

• Fax: 022-67931099



UTI Infrastructure
Technology And
Services Limited

यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड
(भारत सरकार की एक कंपनी)

UTI Infrastructure Technology And Services Limited
(A Government of India Company)

Menu		List of claims for stay extensions.					
Claim Verification	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Activities	1	XXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	61 - 120	07/04/2022 11:05	Recommend for approval

Process Request
> Extension Of Stay - Process
Extension Of Stay - NMI
Unlisted Procedure - NMI
Unlisted Procedure - Process
Print Unlisted Procedure For Approval
MIS Reports
Supplementary
Other

INSTRUCTION FOR Dy. MD ECHS

Request for approval / rejection of the request of extension of stay in Stage III (61 to 120 Days) will come to Dy. MD, ECHS for approval / rejection. On click of the link Activities > Extension of Stay – Process the following screen will come.

Menu		List of claims for stay extensions.					
Activities	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Sanction Letter	1	XXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	61 - 120	07/04/2022 11:12	Recommend for approval

Process Request
> Extension Of Stay - Process
Extension Of Stay - NMI
MIS Reports
Financial
Supplementary
Other

On Click of the link the following screen will come. Here the user will recommend approval / rejection or will approve the request. In case of approval it will go back to Hospital.

Menu		Approval process of Extended Stay			
Activities	Claim ID	Patient Name	Admission Date	Applied For Stay Extension Upto	
Sanction Letter	XXXXXXXXXX	XXXXXXXXXX	30/12/2017 03:25	29/04/2018	
Process Request	<div> Patient Details Admission Details of Stay Extension Uploaded Documents Decision For Stay Extension </div>				
> Extension Of Stay - Process	Applied For Stay Extension Up-to: 29/04/2018 Status: <input type="radio"/> Recommend for stay extension (Level-IV) <input type="radio"/> Recommended rejection (Level-IV) <input type="radio"/> Approved stay extension (Final)				
Extension Of Stay - NMI	Grant Stay Extension Up-to: <input type="text"/>				
MIS Reports	Remarks: <input type="text"/>				
Financial	Submit				
Supplementary					
Other					

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099

ई-मेल: mumbai@utiitsl.com

CMMI MLS (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

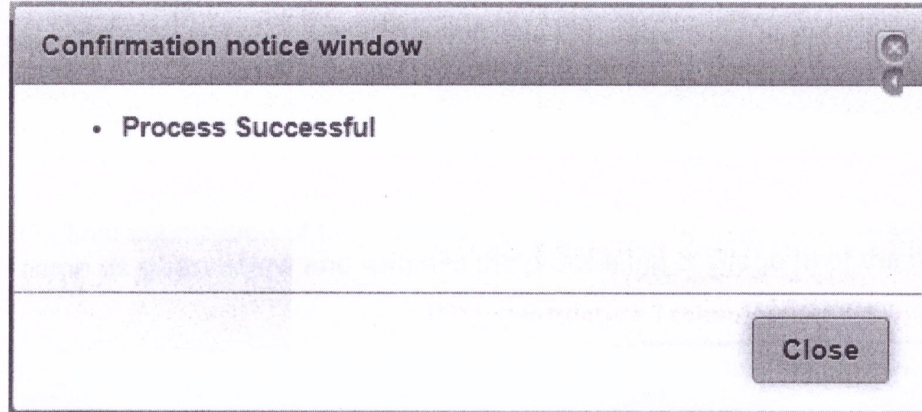
Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099

Email: mumbai@utiitsl.com

On submit of request the process successful message will come as under:



INSTRUCTION FOR MD ECHS

For final approval on recommended case of Dy. MD for rejection / approval is to be done by MD. ECHS. User will go on the Activities > Extension of Stay – Process link and on click of the link following screen will open. On click of the Claim ID link the detail of the Claim open.

Menu		List of claims for stay extensions.					
Activities	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Sanction Letter	1	XXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	61 - 120	07/04/2022 11:20	Recommend for approval
Extension Of Stay - Process							
Extension Of Stay - NMI							
MIS Reports							
Financial							
Other							

Details of the Claim for decision on the recommended extension of stay has to be done. The user can select the Approved stay of Extension or Reject Stay of Extension and submit with this the final approval / rejection will go to the Hospital.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलपुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलपुर, नवी मुंबई - 400614

दूरभाष: 022-67931010

ई-मेल: mumbai@utiitsl.com

फैक्स: 022-67931099

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614

Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614

Tel: 022-67931010

Email: mumbai@utiitsl.com

• Fax: 022-67931099



यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड
(भारत सरकार की एक कंपनी)
UTI Infrastructure Technology And Services Limited
(A Government of India Company)

Menu		Approval process of Extended Stay	
Activities	Claim ID XXXXXXXXXX	Patient Name XXXXXXXXXX	
Sanction Letter	Admission Date 30/12/2017 03:25	Applied For Stay Extension Upto 29/04/2018	
Extension Of Stay - Process	Patient Details	Admission	Details of Stay Extension
Extension Of Stay - NMI	Applied For Stay Extension Up-to 29/04/2018	Status	Uploaded Documents
MIS Reports		<input checked="" type="radio"/> Approved stay extension (Final)	Decision For Stay Extension
Financial	Grant Stay Extension Up-to 29/04/2018	<input type="radio"/> Reject stay extension (Final)	
Other	Remarks	Approved	
		<input type="button" value="Submit"/>	

On final submission of the request the following message of Process Successful will come as given below and with this the processing of Stage III of the request completes.

Confirmation notice window

• Process Successful

END

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099

ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, ISO 9001:2015 Certified Company

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
Tel: 022-67931010 • Fax: 022-67931099

Email: mumbai@utiitsl.com