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Central Organisation ECHS
Adjutant General's Branch
Integrated Headquarters of
MoD (Army), Thimayya Marg,
Near Gopinath Circle,
Delhi Cantt- 110010

B/49779-Outsourcing/AG/ECHS/Extn Stay

05 Jul 2022

All Regional Centres, ECHS

EXTN OF STAY IN HOSPITAL (APPX A, B AND C)

1. The process for extn of stay in hosp has been made online. The module has been made live on 05 Jul 2022 in the BPA Website.
2. It is requested that with imdt effect extn of stay in hosps be done online only. The manual covering the steps required for initiation of extn of stay till granting of extn is encl for ready ref.
3. Further, it is requesttd that this be disseminated to respective PCs and Empanelled Hosps.



(Sanjeev Gupta)
Col

Jt Dir (Statistics & Automation)
for MD, ECHS

Encls : As above.



To,

Date: 1st July 2022

Director Medical,
ECHS Bhawan,
Delhi Cantt,
Delhi

Subject: Proposal for Extension of Stay for Hospitals Modification with inclusion Appendix A, B, C for application and approval of process

Dear Sir,

Following multiple rounds of discussions with you, Dy. MD ECHS and MD, ECHS and other officials BPA developed Extension of Stay module for the benefit of the Hospitals and beneficiaries in a step to further digitization of the system and making it towards completely automate.

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) Appendix A – Approval of OIC, Polyclinic

Stage II (31 to 60 Days) Appendix B – Approval of OIC, JDHS, Director RC

Stage III (61 to 120 Days) Appendix C – Approval of OIC, Director Medical (COrg), and MD

The empanelled hospitals will intimate the necessity of extended hospitalization through the application of BPA (www.echsbpa.utiitsl.com/ECHS) with all the supporting documents along with the upload of Appendix A, B and C as per the stages requirement of Extended stays. The approval process of the extended stay will be as given above. The status of the request of extended stay can be checked by the Hospital on the BPA site.

CIN: U65991MH1993GOI072051

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We are submitting the modified module with the inclusion of Appendix A, B and C for the application and approval process of extension of Stay for your kind approval so that it can be integrated into the live application.

A proposal is submitted covering the Introduction, Work Flow and Instructions to Users for requesting modification of the extension of Stay and its approval process for your kind perusal and approval.

Thanking you,

Sd/-

Koshy Thomas, Vice President (IT)

- Encl: 1. Work Flow
2. Instruction to User

Copy To:

1. Mr. Sanjeev Tomar, HOD –Insurance, UTIITSL
2. Mr. Pradeep Shenoy, VP – Insurance, UTIITSL

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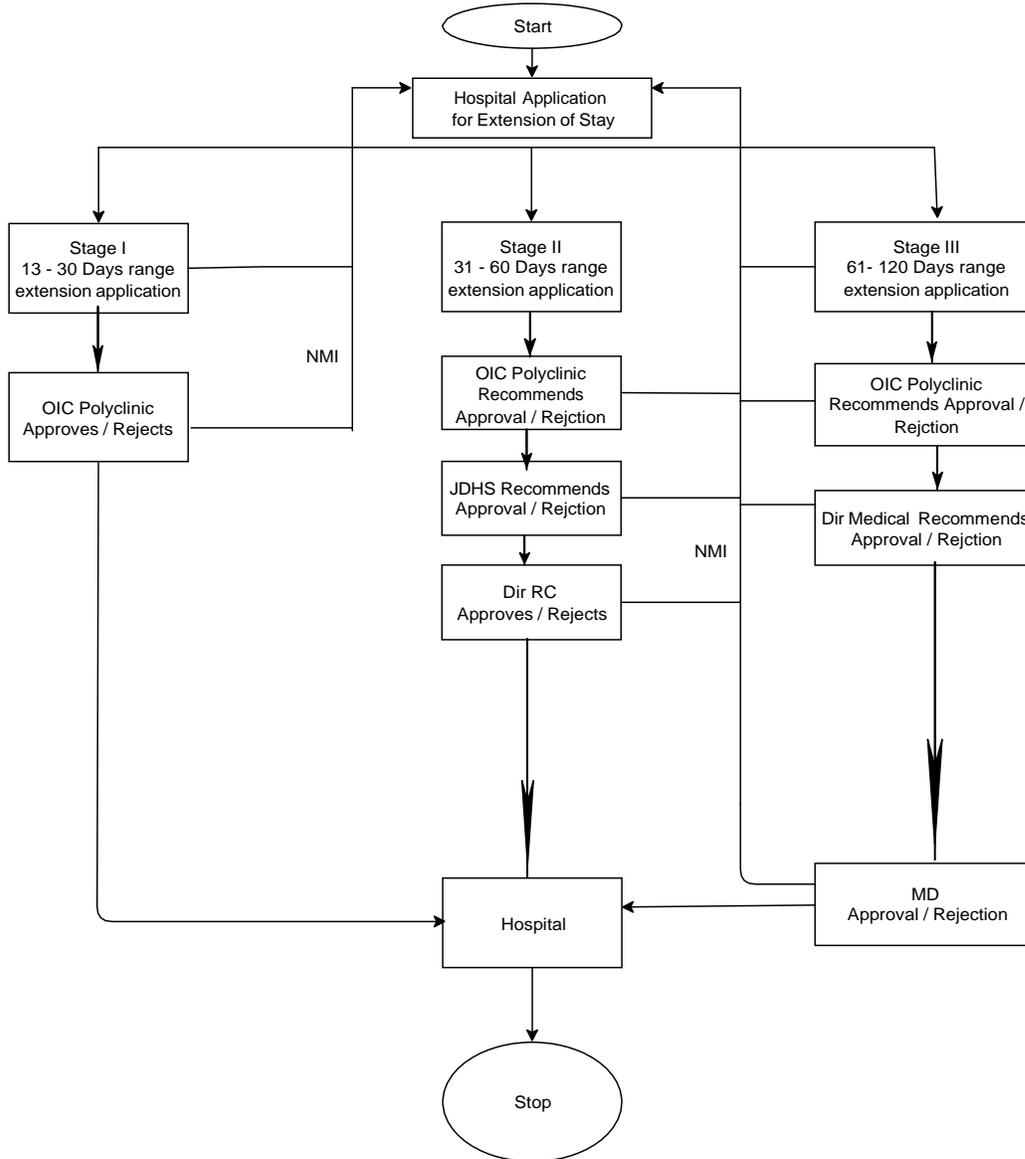
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Work Flow



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

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

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) Appendix A – Approval of OIC, Polyclinic

Stage II (31 to 60 Days) Appendix B – Approval of OIC, JDHS, Director RC

Stage III (61 to 120 Days) Appendix C – Approval of OIC, Director Medical (COrg), 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 Organization, 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 and to be applied online in Appendix A, Appendix B and Appendix C respectively . The approval

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

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Stage III (61 to 120 Days) Appendix C – Approval of OIC, Dir Medical (COrg), 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		Submit	<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			

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Intimation		Claim For Stay Extension Current Page						
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	
Cancel Claim	Patient Details Admission Details of Stay Extension Upload Documents				
Cancel Accepted Referral	<p>Please note: Upload Stay Extension Document under Document Tab.</p> <p>Range of stay extension 31 - 60</p> <p>Diagnosis <input type="text"/></p> <p>Proposed New Date Of Discharge <input type="text"/></p>				
▶ 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					

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											
Cancel Claim	Patient Details Admission Details of Stay Extension Upload Documents				Help										
Cancel Accepted Referral	<p>Stay Extension Documents -</p> <p>Select Document Type From The List <input type="text"/></p> <p>Choose File No file chosen <input type="button" value="Upload"/></p> <p>All the documents uploaded must be in PDF format Select any one document type from the list and click on the browse button. Select the file and click on upload button</p> <table border="1"> <thead> <tr> <th>Sr</th> <th>Document Type</th> <th>File Name</th> <th>File Size</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Sr	Document Type	File Name	File Size	Date						
Sr	Document Type	File Name	File Size	Date											
▶ 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															

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

CIN: U65991MH1993GOI072051

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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	
Cancel Claim	Patient Details				Admission
Cancel Accepted Referral	Details of Stay Extension				Upload Documents
Extension Of Stay - Apply	Please note: Upload Stay Extension Document under Document Tab.				
Extension Of Stay - NMI	Range of stay extension	31 - 60	Extension is required for proper management of patient.		
Extension Of Stay - Status	Diagnosis				
Unlisted Procedure - Apply	Proposed New Date Of Discharge	28/02/2018			
Unlisted Procedure - NMI	Sr	Document Type	File Name	File Size	Date
Unlisted Procedure - Download					
Unlisted Procedure - Status					
Documents					
MIS Reports					

Menu		Download / Upload Extension Of Stay Appendix - A,B & C							
Intimation	Sr.No	Claim ID	Admit Date	Days In Hosp	Range	Prop.Discharge Dt.	Extra Days	Download	Upload
Bill Submission	1	XXXXXXXXXX	13/07/2019	12	13 to 30	12/08/2019	18	Download Appendix-A	Upload Signed Appendix-A
Activities	Back To Extension Stay List								
Cancel Claim	Please Note								
Cancel Accepted Referral	<ul style="list-style-type: none"> Download the Appendix-(A / B / C) Take the signature of the conce Digitally sign the document and Unless the Appendix-(A / B / C) 								
Extension Of Stay - Apply	Confirmation notice window								
Extension Of Stay - NMI	<ul style="list-style-type: none"> Kindly download the Appendix . Digitally sign it and upload. This is mandatory otherwise it will not be sent for approval 								
Extension Of Stay - Status	Close								
Unlisted Procedure - Apply	ay will not be available for processing								
Unlisted Procedure - NMI									
Unlisted Procedure - Download									
Unlisted Procedure - Status									
Extension of Stay - Download									

On submission of the request a message a message will appear “Kindly download the Appendix Digitally sign it and upload. This is mandatory otherwise it will not be sent for approval”.

Here Hospital will download the Appendix A, B, or C based on the stage of extension. On this Appendix format the details will be filled by Hospital and signed will be uploaded in the application from the link Upload Signed Appendix. The downloaded form is pre-filled with basic information of the patient and other details have to be filled by Hospital in the pre-defined format of Appendix.

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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	aoor	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	
▶ Extension Of Stay - Status										
Unlisted Procedure - Apply										
Unlisted Procedure - NMI										
Unlisted Procedure - Download										
Unlisted Procedure - Status										
Documents										
MIS Reports										
Financial										

Extension of Stay –NMI

In case of Need More Information (NMI) from the processing official of ECHS Hospital can check the link Extension of Stay – NMI. On click of the link following screen will come with the list of Claims where NMI is raised by the ECHS official. On click of the Claim ID link details will come and the reply to NMI has to be given in order to further get the Extension of Stay request processed.

Intimation	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Bill Submission	1	XXXXXXXXXX	Secunderabad	Apollo DRDO Hospital	13 - 30	01/07/2022 11:59	Need More Info
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							
Extension of Stay - Download							
Documents							
MIS Reports							
Financial							
Review Request							

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Menu		List of claims for stay extensions.					
Intimation	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Bill Submission	1	999999999	Secunderabad	Apollo DRDO Hospital	13 - 30	01/07/2022 11:53	Need More Info
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							
Extension of Stay - Download							
Documents							
NMI Reports							

On click of the link detail of the claim and the query of NMI will open. Hospital user can reply to the query in Remarks and submit. On submit of the claim it will go back to the official who has raised the query.

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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	XXXXXXXXXX	Patient Name	XXXXXXXXXX			
Waiver For Members	Admission Date	09/02/2018 15:10	Applied For Stay Extension Upto	11/03/2018			
Activities	Patient Details	Referral	Previous Stay Extension	Details of Stay Extension	Uploaded Documents	Decision For Stay Extension	
Cancel Claim	Group	Date	Reason/Remarks	Prop.Disch.Dt	Appr.Disch.Dt	Status	
Extension Of Stay - Process	Hospital User	01-07-2022 11:13	SOME REASON	11-03-2018		Applied	
Extension Of Stay - NMI							
Unlisted Procedure - Process							
Extension of Stay - Download							
MIS Reports							
Reimbursement							
Member Claims							

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. It will have tabs Patient Details where the patient details can be seen, Referral- where the referral details can be seen, Previous Stay Extension- where all the details of previous extension can be seen, if any, Uploaded Documents – to see the documents uploaded and Decision for Stay Extension – here the decision on the request of Hospital for Extension of Stay has to be recorded.

CIN: U65991MH1993GOI072051

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Menu		Approval process of Extended Stay		
Intimation	Claim ID	XXXXXXXXXX	Patient Name	XXXXXXXXXX
Waiver For Members	Admission Date	09/02/2018 15:10	Applied For Stay Extension Upto	11/03/2018
Activities	Patient Details	Referral	Previous Stay Extension	Details of Stay Extension
Cancel Claim	Applied For Stay Extension Up-to	11/03/2018		
Extension Of Stay - Process	Status	<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		
Extension Of Stay - NMI	Grant Stay Extension Up-to			
Unlisted Procedure - Process	* Remarks			
Extension of Stay - Download		Submit		
MIS Reports				
Reimbursement				
Member Claims				

In the above screen OIC will Approve/Reject/NMI. In case of approval it will go to next level of processing for Appendix B and C and in case of Appendix A (Stage I) it will go back to Hospital.

In case the approval or rejection is for the Stage II it will go to JD HS, Regional Centre for further approval/rejection of the request. And in the case of Stage III after OIC recommendation it will go to Director Medical and then to MD, ECHS for final approval / rejection/NMI. In case of NMI from OIC Polyclinic it will go back to Hospital for NMI response.

On giving the recommendation of Approval/rejection the OIC will upload the Appendix A, Appendix B, or Appendix C as per the stage of application of the Extension of Stay by the Hospital.

Menu		Download / Upload Extension Of Stay Appendix - A,B & C							
Intimation	Sr.No	Claim ID	Admit Date	Days In Hosp	Range	Prop.Discharge Dt.	Extra Days	Download	Upload
Waiver For Members	1	XXXXXXXXXX	09/02/2018	12	13 to 30	11/03/2018	18	Download Appendix-A	
Activities	2	XXXXXXXXXX	29/03/2018	12	13 to 30	28/04/2018	18	Download Appendix-A	
	3	XXXXXXXXXX	16/02/2018	12	13 to 30	18/03/2018	18	Download Appendix-A	
Cancel Claim	Please Note <ul style="list-style-type: none"> Download the Appendix-(A / B / C) form Take the signature of the concerned person along with the hospital stamp Digitally sign the document and upload it Unless the Appendix-(A / B / C) form is digitally signed and uploaded, the processing by extension of stay will not be available for processing 								
Extension Of Stay - Process									
Extension Of Stay - NMI									
Unlisted Procedure - Process									
Extension of Stay - Download									
MIS Reports									
Reimbursement									
Member Claims									
Other									

From this link screen the applied extensions Appendix can be downloaded and uploaded from the Extension of Stay – Process. This Appendix can also be downloaded from the Uploaded Documents tab and then Uploaded after getting the comments of MO etc with seal and signature as the case may be can be uploaded in the system from the following Screen. All the documents to be uploaded are digitally signed.

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Menu		Approval process of Extended Stay	
Intimation	Claim ID XXXXXXXX	Patient Name XXXXXXXX	
Waiver For Members	Admission Date 09/02/2018 15:10	Applied For Stay Extension Upto 11/03/2018	
Activities	Patient Details	Referral	Previous Stay Extension
Cancel Claim	Applied For Stay Extension Up-to	Details of Stay Extension	Uploaded Documents
Extension Of Stay - Process	11/03/2018	Decision For Stay Extension	
Extension Of Stay - NMI	Status	<input checked="" type="radio"/> Approval for request of stay extension	
Unlisted Procedure - Process	Grant Stay Extension Up-to	<input type="radio"/> Rejection of request for stay extension	
Extension of Stay - Download	Remarks	<input type="radio"/> Need More Info Required	
MIS Reports	Approval Copy Of Appendix-A	Upload Approval	
Reimbursement		Submit	
Member Claims			

On click of the approval radio button the document upload Approval becomes active and here the Appendix has to be uploaded after necessary comments of MO and other officials (if any).

Menu		Approval process of Extended Stay	
Intimation	Claim ID XXXXXXXX	Patient Name XXXXXXXX	
Waiver For Members	Admission Date 09/02/2018 15:10	Applied For Stay Extension Upto 11/03/2018	
Activities	Patient Details	Referral	Previous Stay Extension
Cancel Claim	Applied For Stay Extension Up-to	Details of Stay Extension	Uploaded Documents
Extension Of Stay - Process	11/03/2018	Decision For Stay Extension	
Extension Of Stay - NMI	Status	<input checked="" type="radio"/> Approval for request of stay extension	
Unlisted Procedure - Process	Grant Stay Extension Up-to	<input type="radio"/> Rejection of request for stay extension	
Extension of Stay - Download	Remarks	<input type="radio"/> Need More Info Required	
MIS Reports	Approval Copy Of Appendix-A	Download Approval	
Reimbursement		Delete Approval	
Member Claims		Submit	

After the upload of the Appendix it will go the next level for further approval if the extension if for Stage II and Stage III and in case of Stage I it will go to Hospital. The stage II extension of Stay request will go to JDHS and RC Director and the Stage III request will go to Director Medical and MD, ECHS for their recommendation/approval. OIC can decide the date till which extension has to be accorded to the patient on the request of the Hospital.

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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							
Supplimentary							
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 Upto	28/02/2018	
Pre-Authorization Letter	Patient Details	Admission	Details of Stay Extension	Uploaded Documents	Decision For Stay Extension
Auth Letter-Extension	Applied For Stay Extension Up-to	28/02/2018			
Revert Request	Status	<input type="radio"/> Recommended for stay extension <input type="radio"/> Recommended rejection for stay extension			
▶ Extension Of Stay - Process	Grant Stay Extension Up-to				
Extension Of Stay - NMI	Remarks				
MIS Reports		<input type="button" value="Submit"/>			
Financial					
Supplimentary					
Other					

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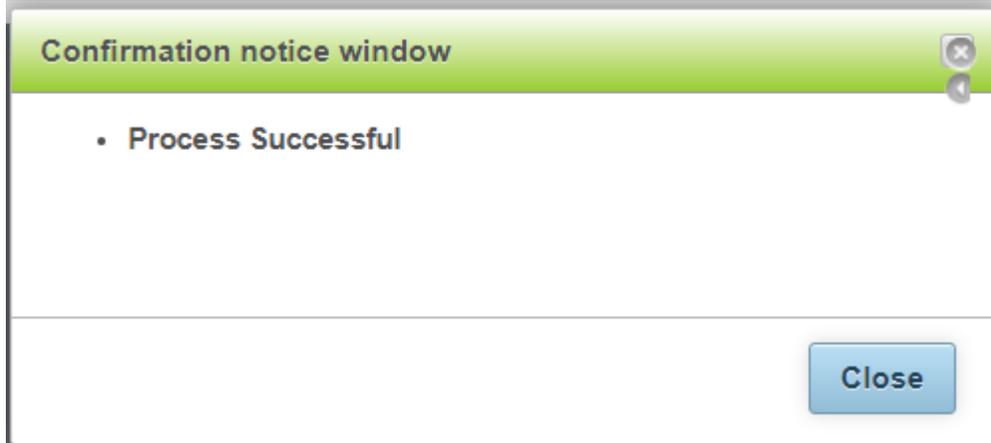
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After the recommendation of JD HS the request will go to the Director RC for approval / rejection for the cases where the extension of stay is required for Stage II (31 to 60 Days)



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

INSTRUCTION FOR DIRECTOR REGIONAL CENTRE

After the processing of Extension of Stay application by JD HS it 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). 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
	1	XXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	31 - 60	07/04/2022 10:43	Recommend for approval
Sanction Letter							
Process Request							
Revert Request							
▶ Extension Of Stay - Process							
Extension Of Stay - NMI							
Manual Claim Allotment							
MIS Reports							
Financial							
Supplimentary							

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

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Menu		Approval process of Extended Stay				
Waiver For Members	Claim ID	XXXXXXX			Patient Name	XXXXXXX
	Admission Date	09/02/2018 15:10			Applied For Stay Extension Upto	10/04/2018
Activities	Patient Details	Admission	Previous Stay Extension	Details of Stay Extension	Uploaded Documents	Decision For Stay Extension
Sanction Letter	Group	Date	Reason/Remarks	Prop.Disch.Dt	Appr.Disch.Dt	Status
Process Request	Hospital User	01-07-2022 12:45	Required Extension	10-04-2018		Applied
Revert Request	ECHS Polyclinic	01-07-2022 12:46	ff		10-04-2018	Recommend for approval
Extension Of Stay - Process	RC - Joint Director [H S]	01-07-2022 12:46	af		10-04-2018	Recommend for approval
Extension Of Stay - NMI						
Extension of Stay - Download						
Manual Claim Allotment						
MIS Reports						
Financial						
Supplimentary						
Other						

Here the details of the claim with different Tabs will be opened. Previous Stay Extension will show the details of all previous Extension of Stays, Details of Stay Extension will show the details of extension, Uploaded Documents tab will show all the uploaded documents and the Decision for Stay Extension will show the details on which decision has to be taken on extension of stay.

On click of the Decision for Stay Extension following screen will open.

Menu		Approval process of Extended Stay				
Waiver For Members	Claim ID	XXXXXXX			Patient Name	XXXXXXX
	Admission Date	09/02/2018 15:10			Applied For Stay Extension Upto	10/04/2018
Activities	Patient Details	Admission	Previous Stay Extension	Details of Stay Extension	Uploaded Documents	Decision For Stay Extension
Sanction Letter	Applied For Stay Extension Up-to	10/04/2018				
Process Request	Status	<input checked="" type="radio"/> Approved stay extension request <input type="radio"/> Reject stay extension request <input type="radio"/> Need More Info Required				
Revert Request	Grant Stay Extension Up-to	10/04/2018				
Extension Of Stay - Process	Remarks	Approved				
Extension Of Stay - NMI						
Extension of Stay - Download						
Manual Claim Allotment						
MIS Reports						
Financial						
Supplimentary						

Here the RC Director can Approve/Reject or raise Need More Information from the hospital. For giving extension approval the Director RC can select the date till which extension is given on the Hospitals application of Extension of Stay.

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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 Download / Upload Extension Of Stay Appendix - A,B & C

Waiver For Members	Sr.No	Claim ID	Admit Date	Days In Hosp	Range	Prop.Discharge Dt.	Extra Days	Download	Upload
	1	XXXXXXX	09/02/2018	60	31 to 60	10/04/2018	0	Download Appendix-B	Upload Signed Appendix-B

Activities
[Back To Extension Stay List](#)

Sanction Letter
Process Request
Revert Request
► Extension Of Stay - Process
Extension Of Stay - NMI
Extension of Stay - Download
Manual Claim Allotment
MIS Reports
Financial
Supplimentary

Please Note

- Download the Appendix-(A / B / C)
- Take the signature of the concerned person
- Digitally sign the document and upload
- Unless the Appendix-(A / B / C) is not available for processing

Confirmation notice window

- Process Successful. Kindly download the Appendix B. Digitally sign it and upload. This is mandatory

Close

On submit the following screen will appear. From where the Appendix B has to be downloaded and then uploaded by Director RC from the screen from the given link to Download Appendix B and Upload Appendix B. This is a mandatory step to complete the process of approval by RC Director.

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INSTRUCTION FOR DIRECTOR MEDICAL

After the approval / rejection recommendation of RC Director the request will come to Director Medical (Central Organization) 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.

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

Menu		Approval process of Extended Stay			
Waiver For Members	Claim ID	XXXXXX	Patient Name	*****	
Claim Verification	Admission Date	09/02/2018 15:10	Applied For Stay Extension Upto	09/06/2018	
Activities	Patient Details	Admission	Previous Stay Extension	Details of Stay Extension	Uploaded Documents
Process Request	Applied For Stay Extension Up-to 09/06/2018				
▶ Extension Of Stay - Process	<input type="radio"/> Recommend for stay extension (Level-III) <input type="radio"/> Recommended rejection (Level-III) <input type="radio"/> Need More Info Required				
Extension Of Stay - NMI	Grant Stay Extension Up-to				
Unlisted Procedure - NMI	Remarks				
Unlisted Procedure - Process	<input type="text"/>				
Print Unlisted Procedure For Approval	<input type="button" value="Submit"/>				
MIS Reports					
Supplementary					
Other					

Here the Director Medical will take the decision on the applied Extension of Stay. On the Previous Stay Extension tab the details of the previous extension can be seen, under Uploaded Documents tab the details of uploaded documents can be seen and in Decision for Stay Extension tab decision on request of Extension of Stay can be taken by Recommending the Stay Extension or Rejection or can raise Need More Information to the Hospital to process the request.

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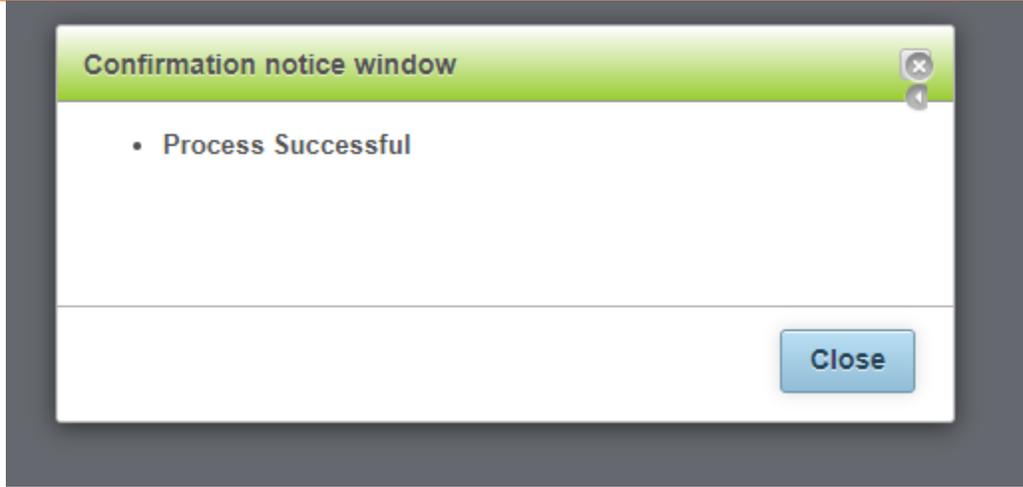
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On Submission the following screen message will come. After this request will move to MD, ECHS for final decision on Extension of Stay request of Stage III (Appendix C) or to Hospital for NMI.

CIN: U65991MH1993GOI072051

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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.					
Waiver For Members	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Activities	1	XXXXXXX	Secunderabad	Apollo DRDO Hospital	61 - 120	01/07/2022 14:22	Recommend for approval
Sanction Letter Extension Of Stay - Process Extension Of Stay - NMI Extension of Stay - Download MIS Reports Financial Other							

On clicking the Claim ID the details of the request of Extension of Stay will come.

Menu		Approval process of Extended Stay					
Waiver For Members	Claim ID	XXXXXXX	Patient Name			XXXXXXX	
Activities	Admission Date	09/02/2018 15:10	Applied For Stay Extension Upto			09/06/2018	
Sanction Letter	Patient Details Admission Previous Stay Extension Details of Stay Extension Uploaded Documents Decision For Stay Extension						
Extension Of Stay - Process	Card Details * Card ID: XXXXXXXX * Service No.: * Name Of ESM: XXXXXXXX * White Card Applicable: No * Service: Army * Rank: Hav / Dfr * Card Type: Pensioner * Category: GEN						
Extension Of Stay - NMI	Personal Information * Relation with Card Holder: Wife Gender: * Patient Name: XXXXXXXX * Age: 67 * Patient's Aadhaar/UID Number: 25 XXXXXXXX * Address: 1-BB, KAKARJALA * City: Mahbubnagar Pincode: * State: Telangana Email: * Mobile (Don't start with 0): OR Phone:						
Extension of Stay - Download							
MIS Reports							
Financial							
Other							

The various details can be seen in different tabs from Patient Details to Decision for Extension of Stay.

On click of the Decision for Stay Extension tab following screen will come

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Menu		Approval process of Extended Stay	
Waiver For Members	Claim ID	Admission Date	Patient Name
Activities	09/02/2018 15:10	09/06/2018	09/06/2018
Sanction Letter	Patient Details	Admission	Previous Stay Extension
▶ Extension Of Stay - Process	Details of Stay Extension	Uploaded Documents	Decision For Stay Extension
Extension Of Stay - NMI	Applied For Stay Extension Up-to	09/06/2018	
Extension Of Stay - Download	Status	<input checked="" type="radio"/> Approved stay extension (Final) <input type="radio"/> Reject stay extension (Final) <input type="radio"/> Need More Info Required	
MIS Reports	Grant Stay Extension Up-to	09/06/2018	
Financial	Remarks	OK	
Other		Submit	

Here the user will Approve/Reject or raise Need More Information to Hospital to process the Extension of Stay request of Hospital. On Approval of the request following screen will appear.

Menu		Download / Upload Extension Of Stay Appendix - A, B & C							
Waiver For Members	Sr.No	Claim ID	Admit Date	Days In Hosp	Range	Prop.Discharge Dt.	Extra Days	Download	Upload
Activities	1		09/02/2018	120	61 to 120	09/06/2018	0	Download Appendix-C	Upload Signed Appendix-C
Sanction Letter	Back To Extension Stay List								
▶ Extension Of Stay - Process	Please Note								
Extension Of Stay - NMI	<ul style="list-style-type: none"> Download the Appendix-(A / B / C) Take the signature of the concerned person Digitally sign the document and upload it Unless the Appendix-(A / B / C) is not available for processing 								
Extension Of Stay - Download	Confirmation notice window								
MIS Reports	<ul style="list-style-type: none"> Process Successful. Kindly download the Appendix C. Digitally sign it and upload. This is mandatory 								
Financial	Close								
Other									

The message on the screen will come as “Process Successful. Kindly download the Appendix C. Digitally sign it and upload. This is mandatory”.

From the link download the Appendix C and after digitally signing it upload from the Upload Signed Appendix C. With this the approval process for Extension of Stay for Stage III is complete and the following screen message box will appear. The Hospital can check the details of Extension under the Extension of Stays – Status link.

Confirmation notice window

File uploaded successfully

Close

END

CIN: U65991MH1993GOI072051

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