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B/49770/AG/ECHS/Treatment/2024

27 Aug 2024

All Regional Centre ECHS
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OBSERVATION: INCOMPLETE APPX FOR SANCTION/WAIVER PROCESSING DOCUMENT

1. Please refer our office letter No B/49770/AG/ECHS dated 20 Oct 2020 (copy attached).
2. Appx as per letter under ref is required for waiver as well as prior sanction. It is observed particularly while processing waivers that Appx is not correctly filled up and rechecked. Sometimes even diagnosis and procedure performed/ advised is wrongly mentioned and recommendation of the director is left blank which are the core of this document. It fails to convey its intended purpose.
3. In view of the above observations/ clarifications are being fwd as below:-
 - (a) It is intimated that Appx is one complete document to be completed by Director Regional Centre and preferably be typed for sake of clarity and accommodating adequate info. It should not be treated as part I and Part II and Part I to be filled by polyclinic. Only the latest format should be used for the purpose (format att).
 - (b) Para 5 and para 7:- It should be deliberately filled up in accordance with discharge summary, OPD slip or other med documents available and duly rechecked by a medical authority for correctness of terms and facts.
 - (c) Para 10:- Total amount of reimbursement requested should also be mentioned.
 - (d) Para 12:- If reimbursement is sought by the beneficiary despite getting treatment at an empanelled hospital this para cannot be ignored and suitable reply should be endorsed.
 - (e) Para 12 (a):- The reimbursement is sought for some event i.e. treatment procedure, investigation etc. as mentioned at para 7. For processing waivers the date to be mentioned can either be the date of event or any date after the event except for some supplementary claims.
 - (f) Para 13:- For waiver processing it cannot be NA, even for investigation except for pharmacy bills against NA certificate. It is opinion of a competent medical authority and not a patient point of view. It should clearly be mentioned as either justified or not justified.
4. It must be kept in mind that this Appx presents the complete summary of the case at one place which is finally perused by MD ECHS. Hence due diligence must be exercised while preparing it.


(Sri Kant Kumar)
Lt Col
Jt Dir (Med)
for MD ECHS

Encl:- As above.