



# INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Habitat Centre, Sector-64, Phase-X, Mohali-160062, Punjab

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## GUIDELINES

(For availing medical facilities by institute's regular employees and their dependent family members from the private hospitals located in vicinity empanelled by INST for providing medical facilities at CGHS rates or Discounted rates for non-CGHS services)

### 1. OPD Treatment

- (a) The employees can avail all such medical facilities from these hospitals for which they have been empanelled, at CGHS rates. On non-CGHS medical facilities, the expenditure will be borne by the employee itself.
- (b) The employee / dependent will consult directly to these hospitals. No need to consult AMA. They will carry with them the I-Card / Medical Card issued by the Institute and will show at the Reception counter for payment / billing.
- (c) The employee will make payments towards Consultation Fee, Medicine, Diagnostic, Tests etc.
- (d) The employee can submit the medical claim within six months of completion of medical treatment, to the office in the prescribed proforma (Form No. 8) duly filled in all respects and duly signed and stamped by the hospital on the form and payments receipts. Any bill submitted after the said time limit shall not be accepted for reimbursement purposes.
- (e) Reimbursement will be made to the employee concerned for treatment / medicines as per CGHS rates.

### 2. IPD Treatment

The employee/dependent may consult to the doctor in the empanelled hospital with Medical Card / I-Card. In case, the doctor advises IPD / Hospitalization on the prescription slip, the employee may follow the following steps:

- (i) Produce the Medical Card at reception and inform that you are from INST. Please seek an advice notice for IPD treatment to be submitted to institute for issue of Authorization letter.
- (ii) Fill up a request form (Form No. 32) for issue of Authorization Letter, enclose the advice / prescription of hospital and submit to Head of Office.
- (iii) Collect the Authorization letter duly signed by Head of Office and submit to the hospital.
- (iv) Enquire about the procedure / package rates / non-CGHS procedures, items etc. from the Nodal Officer of the hospital. The empanelled hospital, after providing the treatment will raise the bill in two parts. The Bill as per CGHS rates will be claimed by empanelled hospital from INST. The bill for non-CGHS procedure /items or over & above CGHS rates will be charged by empanelled hospital from the employee concerned.
- (v) Before discharge, the employee should settle the bill with hospital related to such treatment not covered under CGHS or over & above CGHS rates.

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3. For the above process, the following forms have been developed :

- (a) **Form No. 31** : **Requisition for Medical Card**: Each employee will fill up this form and submit to the office for issue of Medical Card. In case when any updation (addition / deletion) of family dependents is required and will pay charges of Rs.100/- for reissue of Medical Card.
- (b) **Form No. 32** : Requisition for Authorization Letter for IPD treatment in the empanelled hospitals
- (c) **Form No. 33** : Authorization Letter for IPD treatment

  
(Head of Office)