

MEDICAL ATTENDANCE GUIDELINES

IEST, SHIBPUR



Medical Attendance Guidelines

1) **Medical Booklets and family declaration**

To avail the Medical and Health facilities with the Institute Authorised Medical Attendants (AMAs), Hospitals, Consultants, Pathology and Diagnostic Centres, please get your booklet issued from the Medical Unit after completing the necessary formalities such as giving the family declaration for the dependant family members etc.

2) **OPD Consultations**

2.1 In case of OPD, any doctor may be consulted and fees paid will be reimbursed at Institute approved rates.

3) **Ambulance / Transport facility for Hospitals / OPD consultations**

Ambulance / transport facility (free of cost) will be provided in campus on all the days at all hours. For hospitals located at Kolkata, ambulance will be provided only for non-ambulatory patients. For other cases viz. OPD referral, transport may be provided to the nearest Railway station.

4) **Purchase of Medicines**

After visiting any physician, the medicine prescribed by the doctor can be either purchased from any authorized pharmacist from market or **can be collected from empanelled pharmany on cashless basis** after getting the prescription endorsed by Institute Medical Officer within three days.

5) **Hospitalization referrals for IPD**

5.1 In case of hospitalization requirements based on the OPD consultations, necessary referral should be obtained from Institute Medical Officer (AMA) to the empanelled hospitals.

5.2 The Medical Booklet must be produced before the Institute Medical Officer (AMA) for the purpose of prescription or referral to any empanelled hospitals. The Medical Booklet should be carried alongwith for making necessary entries by the empanelled hospitals / physicians / pathological centres etc., which is mandatory. The Accounts Sections shall reimburse the charges on production of medical claim alongwith proper entries, prescriptions and original bills duly verified by the employee and submitted through the Medical Officer / AMA appointed by the Institute.

6) **Medical Claims**

All the OPD charges, consultation, pathological tests, cost of medicines are to be paid by the employees and bills should be submitted through the Institute's Medical Officer (AMA) duly filled in the prescribed Claim Form for reimbursement by the Accounts Section. The medicines can be purchased for a period of 15 days at a time and 30 days for chronic diseases.

7) **Reimbursement Procedure**

- 7.1 If Institute Medical Officer (AMA) advises you to consult a specialist at the empanelled hospital for opinion, consultation should be made within three days and advice of tests etc. of the specialist be done at the same Hospital on cashless basis.
- 7.2 The bill should be submitted within 3 months after the completion of treatment.
- 7.3 If the patient is admitted to any hospital other than empanelled hospitals, then necessary reimbursement Form should be filled, which is available with the Medical Unit / Institute Website. The requisite details should be filled up and alongwith bills and prescription; the same should also be submitted to the Medical Unit on any working day. The bill should be submitted within 3 months from the date of discharge.

8) **Eligibility Criteria and Rates**

- 8.1 All the eligibility criteria for various treatments and medical attendance rules and treatment norms will be at par with the CS(MA) rules of Government of India. The maximum rates applicable are as per CGHS rules or **as per the package rates approved by the Institute from time to time.**
- 8.2 All the OPD and hospitalization reimbursements are as per CGHS rates applicable or **package rates approved by the Institute** from time to time for the employees of IEST, Shibpur.
- 8.3 The **rates for empanelled pathological centres** other than those attached to the empanelled hospitals are as per the approved discounted package rates.
- 8.4 **Rates for reimbursement at IEST, Shibpur shall be as per IEST, Shibpur approved / CGHS rates. If IEST Shibpur / CGHS approved rates are not available,** then the 50% of actual, will be reimbursed.

9. **Consultations Fees**

- 9.1 The OPD consultation fee for empanelled / non-empanelled doctors will be reimbursed as follows :

a) General Physician & Diploma Holder	Rs.150.00
b) Specialisat (Degree Holder)	Rs.300.00
c) Super Specialist	Rs.500.00
d) Ayurvedic	Rs.100.00
e) Homeopathic	Rs. 50.00

- 9.2 IEST, Shibpur shall **recognize the specialists** from time to time for consultation on payment of requisite fee as prescribed by the Institute or appoint them on contractual basis for free consultation at the clinic or at a place earmarked by the Institute on its premises.

10. Entitlement of Accommodation

Entitlement of accommodation for various categories of employees will be as follows :

S.No.	Pay Drawn (in Pay Band) / Pension / Family Pension	Ward Entitlement	Tariff per day (Rs.)
1	Upto Rs.13,950/-	General	1,000.00
2	Between Rs.13,951/- & Rs.19,530/-	Semi-Private	2,000.00
3	Rs.19,531/- & above	Private Ward	3,000.00
4	Same for all categories	Day Care (6 to 8 hrs.)	500.00

11. Rates of contribution towards the Scheme

Rates of contribution towards the scheme for the employees would be as per their Grade Pay and as mentioned below :

S.No.	Grade Pay drawn by the employee	Contribution per month (Rs.)
1	Upto Rs.1,650 per month	50.00
2	From Rs.1,800 to Rs.2,800 per month	125.00
3	Above Rs.2,800 to Rs.4,200/- per month	225.00
4	Above Rs.4,200 to Rs.6,600 per month	325.00
5	Above Rs. 6,600 per month	500.00

12. Doctor Fees / Room Rent & others during hospitalization

- 12.1 During hospitalization, Doctors visit will be reimbursed as per Institute approved rate as mentioned below. Doctor's visit limited to two visits per day for all categories. All other charges will be reimbursed as per the IEST, Shibpur approved rates.

- a) For Specialist doctors Rs.400.00
- b) For Super Specialist doctors Rs.600.00.
- c) For RMOs Rs.150.00

- 12.2 Room rent is applicable only for treatment procedures for which there is no CGHS prescribed package rate. Room rent will include charges for occupation of bed, diet for the patient, charges for water and electricity supply, linen charges, nursing charges and routine up keeping.

- 12.3 During the treatment in ICCU / ICU, **separate room rent will be admissible.**

- 12.4 Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have furnishings like wardrobe, dressing table, bed-side table, sofa set etc. as well as bed for attendant. The room has to be air-conditioned.

- 12.5 Semi-Private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.
- 12.6 General ward is defined as halls that accommodate four to ten patients.
- 12.7 Normally the treatment in higher category of accommodation than the entitled category is not permissible. However, in case of an emergency when the entitled category accommodation is not available, admission in the immediate higher category may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the ward as per entitlement of beneficiary, then the hospital can only bill as per entitlement of the beneficiary even though the treatment was given in higher type of ward. If, on the request of the beneficiary, treatment is provided in a higher category of ward, then the expenditure over and above entitlement will have to be borne by the beneficiary.
- 12.8 Hence all the tests / procedure notified by the CGHS shall be deemed to be approved by the IEST, Shibpur. **Rates for reimbursement shall be CGHS rates or as approved rates of IEST, Shibpur, as the case may be.** Any other procedure / Test which is not approved by the CGHS will be reimbursed at the discretion of the Institute's Medical Officer at the rate of 50% of actual.

13. Emergency Cases

- 13.1 In case of treatment taken in emergency in any non-empanelled private hospitals, reimbursement shall be considered by competent authority at CGHS prescribed package / Institute approved rates only.
- 13.2 In case of emergency, the empanelled hospitals can be visited round the clock and intimation be sent to AMA / Medical Unit in order to get the treatment regularized within 24 hours. Ambulance service for empanelled hospitals can be availed by taking necessary approval from Institute Medical Officers by all community members such as faculty, officers, staff, Institute's guests or any related personnel.

14. Empanelled Hospitals

The list of empanelled hospitals, labs for tests etc. alongwith the rates for each of service, test, names of specialists alongwith their address, procedures and their rates are posted on the website

15. Miscellaneous Provisions

- 15.1 Reimbursement of bills for special medical aids such as hearing aid, CPAP / BIPAP (Continuous Positive Airway Pressure / Bi-level Positive Airway Pressure) machines, orthopaedic and other appliances advised by specialist doctors must be approved by the Registrar / Director. Admissibility of the claim will be restricted to CGHS / AIIMS / 50% of actual cost.

- 15.2 Regular health check up for the beneficiaries will be conducted by the Institute.
- 15.3 For special cases, Registrar / Director will have the discretion to relax any of the above rules on a case to case basis.

16. Disclaimers

Any legal liability arising out of such services shall be the sole responsibility of the consultant and Hospitals and shall be dealt by the beneficiary with the concerned empanelled hospital / diagnostic centre services will be provided by the Hospitals / Diagnostic centres as per the standard terms of medical services.

17. Enquiry, if any

In case of any clarification, Medical Unit may be contacted at (will be declared shortly).