

CIRCULAR

Sub: Instruction for the submission of IP Reimbursement Bills- Regarding.

- Ref: 1) This office Ref.No. 19827/ESI/G1/2018, dated: 13.11.2018
2) SMO, Regional Office ESIC, Chennai-34. Letter No. 51- SMC- RF- 2014-15 dated: 19.07.2019.
3) This office Ref.No. 13717/ESI/G1/2019, dated: 14.11.2019.

All RAMO's are requested to communicate the following instructions to the all Medical Officers of ESI Dispensaries under the control and get the bill from them. The instructions are as follows:

- 1) IP Reimbursement Bill Separate Register should be maintained
- 2) All the details of the received bills should be made in this above register.
- 3) The IP's /Patient should submit the bill along with all necessary enclosures within **3 months** of discharge from the hospitals.
- 4) After receiving the bills in the ESI Dispensary the Office Superintendent/ Assistant / Junior Assistant concerned should make the entry in the Reimbursement Register on the same day itself and signature of the patient /IP is also required on the day of submission in the Reimbursement Register.
- 5) After receiving the speciality reimbursement bills, the Chief Medical Officer/ Medical officer should scrutinize the bill as per CGHS Rate 2014 and follow the guidelines received from this directorate.
- 6) Medical Bills and vouchers, Lab Investigation Bills should be scrutinized as per CGHS Rate 2014.
- 7) All enclosure in the check list should be verified and page number should be entered properly.
- 8) The chief Medical Officer should verify all the enclosure in the check list and separate the bills as per diagnosis and treatment(whether it is a speciality (or)

Super – Speciality bills should be directly send to the SMC, Nungambakkam with copy marked to this directorate.

- 9) In the original Summary bills alone put a seal on the back side of bills and signature of the Chief Medical Officer should be below the seal.

ACCEPTED FOR PAYMENT
CLAIM AMOUNT Rs.-----
SANCTION AMOUNT Rs.-----
Chief Medical Officer (with date)

- 10)The scrutinized bills should be verified by the Chief Medical Officer and should forward the bills to the Regional Administrative office within **one month** from the date of receiving the bill from the IP.
- 11)The Regional Administrative Medical Officer concerned should verify all the bills which are received from the Chief Medical Officer of the ESI Dispensaries under their control.
- 12)The Regional Administrative Medical Officer concern should certify that the bills are verified and found correct and rates compared with CGHS Rates 2014.
- 13)The Regional Administrative Medical Officers concerned should forward the bill to this Directorate within **one month** from the date of receiving the bills from the ESI Dispensaries under their control.
- 14) In case of any recovery (or)double claim (or) excess settlement to the IP's if found any later that the Chief Medical Officer / Office Superintendent / Assistant/ Junior Assistant of the dispensary concerned is responsible for the same.
- 15)While sending the bills to this Directorate the particulars detailed in the Annexure should be enclosed without fail and entries should be available in the covering letter of the Regional Administrative Medical Officers for making payment
1. Certificate (as in Sl.No. 12)
 2. Annexure (Enclosed).

The Regional Administrative Medical Officer's are requested to follow the instructions carefully, scrutinize the IP's bills before submitted to this directorate. If any deviation it will be viewed very seriously.


Sd/-G. Asokkumar,
Director of Medical and Rural
Health Services(ESI)

To


The Regional Medical Officer(ESIS), Chennai, Madurai, Salem, Coimbatore.

Copy to
The SMC,
ESIC , 143 Sterling Road,
Nungambakkam,
Chennai-600 034.

//true copy // forwarded//


Deputy Director
for Director of Medical and Rural
Health Services(ESI)


07/09/2020


07/09/2020

ANNEXURE

Sl.No	IP Name	IP Number	Name of the dispensary	Type 1(Emergency) or Type 2(Elective)	Category A (Medical /Surgical)or Category B(Medical /Surgical).	Claimed Amount	Sanctioned Amount