S.N.31

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2016/H-1/11/58/Policy **New Delhi, dated 03.08.2018**

The PCMDs/CMOs,
All Indian Railways/Production Units.

Sub:-Guidelines for Clearing Claims of Bills of Private Empanelled Hospitals against Referral Cases.

An issue of fraudulent claims of bills by an empanelled hospital in one of the Zonal Railway was examined in depth by Vigilance, Accounts & Medical departments. Some system improvements have been suggested to prevent such incidences. After due deliberations in Health Dte., following guidelines are issued:

- Hospital Management Information System (HMIS) module needs to be incorporated in the IPAS programme and required personal data of the employees accessed by PF No. for referral cases wherever HMIS is operational.
- Standard Referral letter may be automatically printed through HMIS programme and database for referring the patients to the concerned tie-up hospitals with whom the valid agreement exists may be maintained from the date of admission in the hospital to the discharge from the hospital.
- The concerned private hospital should submit the final bill containing all relevant details within reasonable period of time, say one month, so as to avoid any confusion and subsequent complications like repetition of bills. This may be incorporated in the terms and conditions of MoU.
- Bills received from the hospital after discharge/completion of procedure may be passed through IPAS system or any other online system like UTIITSL with the rates indicated in the agreement.
- Details of agreement with tie-up hospitals may be incorporated in the IPAS module or UTIITSL website.
- In the IPAS programme for various management information reports related to referral cases may be incorporated so that the pending cases, bill passed details, patient-wise details of referral cases, number of patients referred in a year/month with related to the agreement, etc. may be drawn out from these programme as available in IPAS or UTIITSL.
- To have complete data base on HMIS & IPAS to avoid any faulty payment.
- After processing the bill passing on IPAS, necessary updation on HMIS will be done regarding payment particulars and other relevant data.
- Request for integration of IPAS with HMIS will be made to CRIS.
- Till HMIS with linkage to IPAS is implemented, all CMS/MD/CMO should ensure proper record keeping of referral cases, pending and cleared bills..

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- A nodal IRMS Officer may be nominated for scrutiny and monitoring of bills pending and cleared.
- Detail of bills passed may be communicated to the concerned Private Hospital also so as to avoid inadvertent inclusion in the list of pending bills given by the private hospitals.

03.8.18

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