

GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH AND FAMILY WELFARE
(HEALTH V BRANCH)

Subject :- Scrutiny of Medical Re-imburement Claims standard Proforma.

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab may kindly refer to the subject noted above.

2. In order to scrutinise the medical claims of employees as well as pensioners of Punjab Government a new standard Proforma given overleaf has been approved by the Finance Department. Therefore they are requested to enclose this proforma on the medical claim case to be sent to the Finance Department.

3. This issue with the concurrence of Finance Department conveyed vide their I.D. No. 8/118/96-5 F.E.II/4166 dated 23-5-96.

Sd/-
Deputy Secretary Health

To

All the Financial Commissioners,
Principal Secretaries and
Administrative Secretaries to the
Government of Punjab.

I.D. No. 12/54/96-5HB5/12720

Dated, 14-6-1996

Proforma for Submitting Medical Claims :

1. Name of the Employee
 - (a) Name of Dependent/ patient
(if any)
 - (b) Relationship.
2. Whether claims is for Indoor treatment or outdoor treatment.
3. Diagnosis (Chronic/Non Chronic)
4. Name of Hospital from where treatment obtained and (Private/Government)
5. Date of Treatment.
6. Whether permission of the State Government for treatment outside the State or in a Private Hospital has been taken according to instructions dated 13-2-95 of Punjab Government.
7. Total expenditure incurred on treatment.
8. AIIMS/PGI Rate admissible in such cases.
9. Amount payable after deducting Non-re-imburseable items. according to check list dated 11-12-95
10. Whether all necessary documents are complete and attested by the competent Medical Officer and Claim presented.

Signature of
Administrative Secretary or
Spl. Addl. or Joint Secretary.

CHECK LIST FOR SCRUTINISING THE MEDICAL REIMBURSEMENT BILLS

It may be verified :

1. That the bill is within the limit of Rs. 1200/- Fixed by the Govt./bill is for Chronic disease out side the limit of 1200/-.
2. That the medicine have been purchased within the time limit from the date of prescription of medicine.
3. That the bill has been submitted within six months from the date of completion of treatment. As a proof Diary No. & date of submission of bill should be given.
4. That the medicine/items are re-imbursable.
5. Re-imbursable items their total and non reimbursable items and their total should be shown separately so that proper checking may be carried out.
6. That the claim pertains to out door/indoor treatment.
7. That the bill is according to various instructions issued by the Government from time to time.
8. That the Total of the bill is correct.
9. That the claimant is taking fix medical allowance/ not taking fixed medical allowance.
10. That the claimant has taken Rs. _____ / as out door reimbursement in the current Financial year (in case of those taking 1200/- only).
11. That the prescription slip and bills bears the stamp of the Authorised Medical Attendant.
12. That the bill is countersigned by the Head of the office.
13. That the Head of Account is _____ and the funds are available under this Head.
14. The Name of the medicine item should be written in Capital Letters neatly so that the bill could be checked properly.
15. All the Departments should possess all the instructions issued by the Secretary to Govt. Punjab Health and Family Welfare Department, Chandigarh and the concerned dealing Assistants should to through these instructions thoroughly.
16. Certified that all Non-Reimbursable medicines/items have been deducted.
17. Certified that the charges for diet at are not included.
18. Certified that the charges for the Heater and A.C. are not included.
19. Certified that no room rent charges have been included (Allowed, only in P.G.I. Chandigarh.)
20. Certified that the patient is fully dependant upon me (Affidavit from 1st class Magistrate) as proof be attached.
21. Only employees and retiree stationed at Chandigarh, Mohali and Panchkula can take treatment from P.G.I. without being referred Rest of the employees and retirees will have to get referred from Civil Surgeons of the districts.
22. Certified that under taking regarding accepting of Government rates for taking treatment from pvt. hospital is attached.

23. Certified that the bill is for treatment in private Hospital in the state and has been approved by the District Medical Board.
 24. Certified that bill is for treatment in private Hospital out side the State and has been approved by the State Medical Board.
 25. Certified that the bill is for the private hospital and has been approved by the Director Health Services, Punjab, Chandigarh.
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No. 21/49/96-5HB5/32733

GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH AND FAMILY WELFARE
(HEALTH V BRANCH)

To

All the Heads of Departments,
Registrar, Punjab & Haryana High Court,
Commissioner of Divisions, District, &
Session Judges, Deputy Commissioners,
Sub-Divisional officer (Civil) in the
State and Principals of Medical,
Dental Colleges and All the Civil Surgeons.

Dated, Chandigarh, the 5th Dec., 1996

Subject :- Punjab Services (Medical Attendance) Rules, 1940-Reimbursement facilities to Punjab Government employees and Pensioners.

Sir/Madam,

I am directed to invite a reference to the subject cited above and to say that the following procedure is proposed for ensuring a more efficient disposal of medical reimbursement cases, beginning with the preferment of a claim to the actual stage of reimbursement. The procedure has been reviewed denovo after taking into account earlier instructions on the subject, as well as High Court rulings :-

- i) Total time frame for the disposal of a case from the time of preferment of claim may vary from one month to six months depending on the nature of the claim and the financial power with the concerned Reimbursing Authority.
- ii) A check list has been drawn up for use at the point of preferment of claim in order to ensure that entire documentation is completed. (A copy of check list is enclosed). Where there are deficiencies and defects, these should be pointed out to the applicant in one go. There should be no occasion for any objection thereafter.
- iii) The lower/Subordinate officers will take not more than 7 working days in submitting the bill to the next Higher Authority after thoroughly scrutinising the bill according to the check list/Medical Attendance Rules, 1940 & amendments thereof.
- iv) The next higher office will also not take a time more than 7 working days after receipt of the Medical bill from the lower office.
- v) The Head of the Deptt. will approve reimbursement claim in cases where he/she is competent. Those cases requiring approval of the Administrative Secretary would be sent to the Administrative Department. The Assistant, Superintendent and sanctioning authority each will not take more than 7 working days.
- vi) The time taken for the transmission of the bill will be in addition to the time mentioned above.
- vii) Where the case is required to go to the Finance Deptt. the Head of Deptt. may send it directly with a copy thereof to the Administrative Secretary. The Finance Deptt. should also not take more than 20 working days for its final decision.
- viii) Head of the Departments will review all such cases once every fortnight and the Administrative Secretary once every month.
- ix) Budget would be provided to all the Departments to meet commitment as per the policy.

x) The reimbursement should be made as per powers delegated vide Punjab Govt. letter No. 12/55/93-5HB5/19871 dated 10-9-1996 at various levels.

2. This issue with the concurrence of the Department of Finance conveyed vide PSF, Diary No. 3728 dated 5-11-96.

Yours faithfully,
Sd/-
(Amar Nath)
Deputy Secretary Health

A copy is forwarded to All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab for information and necessary action.sss.

Sd/-
Deputy Secretary Health

To

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Govt. of Punjab.

I. D. No. 21/49/96-5HB5/32734

Dated, 5-12-96

Endst. No. 21/49/96-5HB5/32735

Dated, 5-12-96

A copy is forwarded for information and necessary action to :-

1. Secretary, Finance, Chandigarh Administration.
2. The Accountant General, Punjab, Chandigarh.
3. Advocate General, Punjab.
4. Director, Health and Family Welfare, Punjab and the Director, Research and Medical Education, Punjab.

Sd/-
Deputy Secretary Health

A copy is forwarded to Principal Secretary to Government of Punjab, Department of Finance for information with reference to his Diary No. PSF 3728 dated 6-11-96.

Sd/-
Deputy Secretary Health

To

The Principal Secretary to Government,
Punjab, Department of Finance.

I. D. No. 21/49/96-5HB5/32736

Dated, 5-12-96