

NORTHERN RAILWAY

Cashless Investigation for Diagnostic tests from Private centers / Labs recognized by Railways: Procedure Order for smooth implementation and clearance of bills over Northern Railway

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Vide RB letter NO. 2018/Trans Cell/Health/CGHSe file, Dated: 30.06.2020, issued by Executive Director/S&T, Transformation Cell, in order to improve the Health Care System and to align with CGHS system, as approved by Railway Board (FC & CRB), **Procedure Order (as prepared by PCMD/NR & PFA/NR and Approved by GM/NR) is given below for smooth implementation and clearance of bills, to be implemented over Northern Railway:**

Cashless investigation for Diagnostic tests & Investigations from Private centers/Labs recognized by Railway beneficiaries will involve three processes/procedures for **smooth implementation and clearance of bills over Northern Railway:**

- A. Procedure for Empanelment /Recognition of Diagnosis Centers/Labs by Railways.
- B. Procedure for referral of Railway Beneficiaries to Diagnosis Centers/Labs
- C. Procedure for Passing of Bills raised by Diagnosis Centers/Labs by Railways.

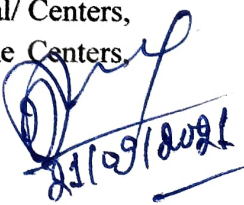
(A). Procedure for Empanelment /Recognition of Diagnosis Centers/Labs by Railways:

1. Empanelment / Recognition of all the Diagnostic Centers / Labs by Railways will be done over NR as per RB Letter No 2018/Trans Cell/Health/CGHS Dated: 26.10.2018, Para 1 Recognition of all CGHS empanelled Hospital and Diagnostic Centers for referral of Railway Medical beneficiaries as per model SOP 2018 on Medical matters Sr. No. 63, Page No. B-52 as per RB letter dtd.03.2.2015 (Standard Operating Procedure in outsourcing work of clinical investigations including pathological, radiological-MRI/CT Scan, PET scan, Special investigations) & detailed procedure explained in RB Letter No. 2016/H-1/11/28 Policy New Delhi Dated 25.04.2018.

2. Empanelment of all Health Care Organizations (HCO) i.e. **Empanelment of Private Hospital, Exclusive Eye Hospital / Centers, Exclusive Dental Clinics, Cancer Hospital / Units, Diagnostic Laboratories & Imagine Centers** etc will be done as per model SOP 2018 on Medical matters Sr. No. 63, Page No. B-52 following detailed procedure as per RB letter no.2011/H/6-4/policy, dated 03.2.2015, RB letter No. 2016/H-1/11/28 Policy New Delhi Dated: 25.04.2018, No. 2018/Trans Cell/ Health/CGHS Dated: 26.10.2018 .

3. There will be uniform procedure for recognition/Empanelment of all Healthcare Organizations by Railways to be adopted over NR on similar pattern as in CGHS, (In CGHS there is **unified procedure** for Empanelment of Private Hospital, Exclusive Eye Hospital/ Centers, Exclusive Dental Clinics, Cancer Hospital/Units, Diagnostic Laboratories & Imagine Centers.


PFA/NR


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and action may be taken as per Railway Board letter No. 2018/Trans Cell/Health/CGHS Dated: 26.10.2018 and RB letter No.2018/H-1/11/58/Policy dated 25.04.2018.

4. The MD/CMS/CMO/ACMS in-charge of the Railway Hospital will sign the MOU with the concerned CGHS Empanelled Hospitals, exclusive Eye Hospitals/Centers, Exclusive Dental Clinics, Cancer Hospital, Diagnostic Laboratories and Imaging centers.

5. In case the hospital (s) is derecognized by CGHS or the recognition is not extended for any reason, then, unless and until specifically allowed by the Railways, the Railway recognition shall stand withdrawn.

B) Procedure for referral of Railway Beneficiaries to Diagnostic Centres /Labs:

1. Cashless investigations of Railway medical beneficiaries (serving & retired employees & their dependent beneficiaries) for diagnostic tests will be as per prescribed CGHS tests & CGHS rates from private centers/labs recognized by Railways followings similar procedure as being followed by CGHS for empanelment of Hospitals, exclusive, Eye Hospitals/Centers, Exclusive Dental Clinics, Cancer Hospitals, Diagnostic Laboratories and Imaging Centers etc following Railway Board Guidelines on the subject issued from time to time to be done as per model SOP 2018 as modified from time to time


2. Cashless investigation for diagnostic tests from private centers / labs recognized by Railways will be allowed with original or self attested copy of prescription by treating Railway doctor following Railway Board letter No. 2018/ Trans. Cell/ health/zonal hospital New Delhi dated 13.6.2018, Sr. No. 7 (Referral of patients. for treatments investigations etc. to the private empanelled & other Govt. hospital) as modified as per Railway Board letter No. 2018/ Trans Cell/ health/Medical Issues dated 24.01.2019: Process of Simplification - Referral of patients for Treatment, Investigations, Physiotherapy, etc to the private Empanelled and other Govt Hospitals.

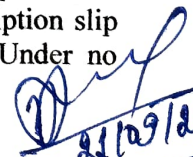
3. Following procedure will be adopted for referral:

Railway Medical Beneficiary will be referred for treatment, investigations, physiotherapy, dental treatment etc, to the private empanelled and other Government Hospitals by two doctors; The treating Doctor and one other Doctor from administrative side or as nominated by MD/CMS/CMO in charge of the hospital (Railway Board letter No. 2018/ Trans. Cell/ health / Medical Issues dated 24.01.2019

3A. For Hospitals: Treating doctor will recommend it. MD/CMS/ACMS 1/C or any other doctor nominated by MD/ CMS/ ACMS to accord approval/sanction.

3B. In case of Health Unit's, the Health Unit doctor will recommend the investigation /diagnostic test, and MD/CMS/ACMS 1/C or any other doctor nominated by MD/ CMS/ ACMS to accord approval/sanction. In case of HU's, Approval / sanction will be accorded through e-office or / email (for record). Approval/sanction can also be accorded through whatsapp also but same will be communicated through email/ e- office also for verification with prescription slip (original or self attested copy of prescription) which will be considered referral. Under no


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circumstance, the patient or his/her accompanying person will be sent to hospital for sanction/approval.

C) Procedure for Passing of Bills raised by Diagnosis Centers/Labs by Railway:

Once the Railway Employee or Beneficiary reaches the recognized/empanelled Diagnostic centre/Lab, the following procedure should be followed:

1. The Railway Employee or Beneficiary should carry the following documents:-

a). Original or self attested copy of Prescription of Railway Doctor.

b). Copy of UMID Card/RELHS Card/Medical Card of the patient and main card holder.

2. Investigation slips to be made in duplicate at these recognized / empanelled Labs; one copy for Railways Doctor who has prescribed the tests, & 2nd copy to be attached with the bill, along with original prescription (or self attested by Railway Doctor) & UMID Card details (All copies to be signed by the Patient).

3. The Private Labs/Diagnostics Centers shall submit these bills to their respective health units / attached hospitals in Duplicate on a monthly basis, at the CGHS rates.

4. The rates of the investigation to be paid by Railway to the centre shall be as the CGHS rates; in case CGHS rate for a particular investigation is not available then AIIMS rate or any other government hospital rate shall be applicable. In case no government rate is available then reasonable rate as per mutual agreement between Railway and the centre shall be payable.

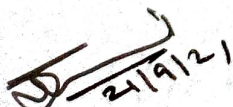
5. The Private Centres / Labs will produce the bills to the authority as being done in referral cases and the amount will be paid as per CGHS rates. These bills shall be submitted with all requisite documents in the MD/CMS/ACMS's Office, not later than 3 months of the investigation held.

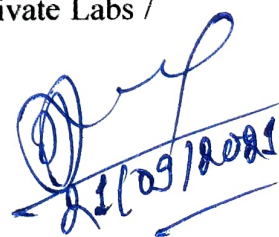
6. Then, these bills would be checked in MD/CMS/ACMS'S office; bill number would be allotted & uploaded in IPAS in not more than five (05) working days from the date of their receiving MD/CMS/ACMS'S office.

7. Once uploaded, the bills shall be passed (after due scrutiny) on IPAS, by the O/o FA&CAO/ E/HQ for Zonal Hospital / O/o Sr DFM for Divisional /Sub Divisional Hospitals/ & O/o Dy FA&CAO / Sr AFA for Extra Divisional Hospital within five (05) working days.

8. After that, FA&CAO/Books / Sr DFM / Sr AFA would prepare the Abstract on the basis of CO-7 & arrange the payments from the Medical Head PU-26 to all these Private Labs / Diagnostics Centres through ECS by CIPS system.

References:

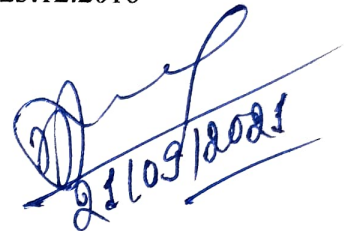

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1. RB letter NO. 2018/Trans Cell/Health/CGHSefile, Dated: 30.06.2020
2. RB Letter No. 2016/H-1/11/69/Hospital Recognition, Dated 22.11.2019
3. Railway Board letter No. 2018/ Trans Cell/ health/Medical Issues dated 24.01.2019
4. RB Letter No 2018/Trans Cell/Health/CGHS Dated: 26.10.2018
5. Railway Board letter No. 2018/ Trans. Cell/ health/zonal hospital New Delhi dated 13.6.2018
6. Model SOP 2018 on Medical matters Sr. No. 20, & 63
7. RB Letter No. 2016/H-1/11/28 Policy New Delhi Dated 25.04.2018
8. RB Letter No 2017/Trans /01/Policy, New Delhi Dated: 18.10.2017
9. RB Letter No. 2016/H-1/11/69/Hospital Recognition, Dated 23.12.2016
10. RB Letter No 2011/H/6-4/Policy, dated 03.02.2015



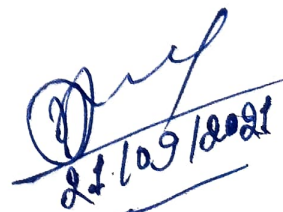
**Principal Finance Adviser
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PFA/NR



PCMD/NR