

Check-List

Sub :- Disposal of proposals regarding re-imburement of medical expenses incurred during the treatment of Railway beneficiaries treated without proper reference of AMA under emergent situation in a pvt. Hospital or in a Govt./Recognized Hospital (in excess of Rs. 10,000/- per case)

The proposals in connection with reimbursement of medical expenses which are sent to this end seeking Finance concurrence often not supported with necessary documents and adequate information, resulting unnecessary correspondence between Accounts and Medical Deptt. And delay in timely disposal of the cases.

So as to ensure speedy disposal of the proposal, Medical Department should ascertain that the proposal which are sent to Finance section for obtaining concurrence are in order and supported with requisite information and necessary documents. Before sending the case to finance section, following points are to be ensured at the level of CMD/HJP

1. Approval of CMD/HJP or SAG officer as the case may be has been taken.
2. Claim preferred in Annex. IV duly signed by the employee and countersigned by Rly. Medical officer and HOD of the concerned employee.
3. Essentiality Certificate (Annex. V) duly signed by the treating doctor with stamp is enclosed.
4. Certificate A in case of outdoor treatment & certificate B in case of indoor treatment (Annex.III) duly signed by the treating doctor a
5. All voucher and money receipts in original are signed by the treating doctor with stamp and accepted by the concerned AMA.
6. Whether claim has been preferred within six months.
7. Whether discharged summary is attached.
8. Summary of the claim along with admissible and non-admissible amount is prepared at HQ. Level and accepted by the competent Railway Medical authority.
9. Whether treatment taken in a Govt. Or Recognized or in a private Hospital ?
10. Whether it is a referred or non-referred case.
11. Whether referring/permission letter of competent authority is available in case of a referred case.
12. Whether RELHS card is enclosed in case of a retired railway employee.
13. Whether death certificate and legal heir certificate is enclosed in case of the deceased employee.
14. Whether summarized bill of the hospital/treating doctor/clinic is attached.
15. Applicant's application describing the urgent situation under which the treatment is taken in a pvt. Hospital without proper referral of AMA is enclosed.
16. Annexure VI along with verbatim views of CMD in case of claim beyond Rs. 200000/- for pvt. Treatment & Rs. 1.00 lakh for treatment taken in Govt./recognized is enclose.
17. If treatment taken in a private hospital without proper referral of AMA the emergency is certified at the level of CMD as per parameters as detailed in Rly. Bd. L. No. 2005/H/6-4/Policy-II/dt. 31.01.2007.
18. Fund is available under the proper head of allocation no. 11-245-99.
19. Rate recommended for reimbursement is based on Govt. Hospital rate/railway rate /CGHS rate.
20. This requires sanction of in terms of

In absence of the above information or if the proposals are not accompanied with requisite documents, Finance will be not in a position to entertain the same.

Addl.CMD/Admn./ECR/HJP

Emergency Certificate

Information of Parameters to be provided by the treating Doctor for certifying emergency for the purpose of Reimbursement of expenses after attending a Non Railway/Non-Recognized Hospital by the Railway Beneficiary.

(Ref: Railway Board's Letter No. 2005/H/6-4/Policy-II dt. 31.01.2007)

Patient's Name:-

Father's/Husband's Name:-

Age:-

Date of Admission:-

Date of Discharge:-

(a) Admission details :-

- (i) Date and time of admission.
- (II) Admitted through OPD service/emergency service.
- (III) Admitted to an ICU bed or general bed or cabin bed.

(b) Clinical findings at the time of admission.

Following findings should be made available and critically evaluated:-

- (I) Pulse Rate
- (II) B.P
- (III) Level of consciousness
- (IV) Any convulsive feature
- (V) Urine output
- (VI) Any other feature of shock
- (VII) Body temperature
- (VIII) Extant of external wound.
- (IX) Extant of active bleeding
- (X) Extant of chest pain or pain in other parts of the body

(c) Types of medical treatment given immediately after admission.

- (I) List of emergency medicines used immediately after admission.
- (II) Type of surgical procedure done immediately after admission.

**Signature & seal of
Treating Doctor**