



# राजपत्र, हिमाचल प्रदेश

## हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, मंगलवार, 24 जून, 2008 / 3 आषाढ़, 1930

हिमाचल प्रदेश सरकार

**HEALTH & FAMILY WELFARE DEPARTMENT**

NOTIFICATION

*Shimla, the 21<sup>st</sup> June, 2008*

**NO. HFW - B (F) 1-112008.-** Whereas the matter regarding granting recognition/empanelment to private hospitals/health institutions/diagnostic labs and reimbursement to State Government employees, their dependents and Pensioners within and outside the State was under consideration of the Government.

Now, therefore, in supersession of this department's Notification No. HFW-B (A)8 1/2003(I/N) dated 14.7.2006, Notification No. HFW-B (A) 8-1/2003(I/N-IV) dated 1.11.2007 and all other earlier instructions/office memoranda/notifications/guidelines in the matter concerned, the Governor of Himachal Pradesh is pleased to frame a new policy for granting recognition/empanelment to private hospitals/ health institutions/diagnostic labs within and outside the State both in private and government sectors for treatment and reimbursement of the expenses to the government employees/their dependents and pensioners as per **Annexure-A**. Henceforth the recognition, empanelment to private hospitals/health institutions/diagnostic labs for treatment and reimbursement to H.P. government employees and their dependents and pensioners shall be governed by this Policy.

The private hospitals/health institutions/diagnostic labs recognized/ empanelled at present shall continue to be empanelled till their present period of empanelment ends or till they are granted or refused empanelment under this Policy whichever is later.

It is further clarified that the claims of reimbursement becoming due prior to the date of notification of this Policy shall be decided as per the existing instructions and the claims becoming due after this notification will be decided as per this Policy.

By order, Sd/  
Principal Secretary.

## Annexure A

### HEALTH AND FAMILY WELFARE DEPARTMENT

#### New Policy to empanel hospitals/ diagnostic labs and to settle reimbursement claims

##### 1. Introductory:

- 1.1. The Director Health Services (DHS) shall be the nodal agency and the designated authority for the purpose of recognition, empanelment, renewal, reimbursement claims and clarification regarding these issues.
- 1.2. The state government, through the designated authority (i.e. DHS), shall adopt the list of empanelled institutions under the *Central Government Health Scheme (CGHS)* for its employees, their dependents and pensioners as per the procedure defined in this Policy.
- 1.3. The DHS shall empanel the health institutions/diagnostic labs that are on CGHS List as per the procedure defined in this policy.
- 1.4. The DHS shall empanel those institutions/diagnostic labs that are not on CGHS List both within and outside the state as per the procedure defined in this policy.

##### 2. Empanelment: General:

- 2.1. The national level government institutions/diagnostic labs established under the Ministry of Health and Family Welfare, Government of India and other government hospitals/health institutions/diagnostic labs located outside the state shall be empanelled automatically as detailed in 3 below.
- 2.2. The DHS shall examine the CGHS list of empanelled private institutions and shall either adopt it *in-toto* or if he chooses to restrict it, then this restriction should be justified with reasons. The procedure for empanelment of these institutions is given below in point 4.
- 2.3. In cases where the institution/diagnostic lab is not on CGHS list, the Director Health Services shall empanel private institutions after the inspection as per procedure given below in point 5.

### 3. Automatic Empanelment of J ational Level Government Institutions and

**Diagnostic Labs:** The government medical/dental colleges, health institutions/diagnostic labs established by the Ministry of Health, Government of India; State Governments and other government bodies/agencies shall be deemed to be empanelled automatically under this Policy. However, the DHS shall notify the first list of all such institutions/diagnostic labs within one month from the notification of this Policy and shall continue to up-date the list regularly and shall publish the list at least once in a year.

**4. Procedure to empanel private institutions/labs that are on CGHS list:** In case of private institutions/labs already on the empanelled list of CGHS, the DHS will publicize intention of the State Government, within 15 days from the notification of this Policy, to empanel all such institutions/labs without inspection. On the basis of the requests received, the DHS will enter into an Agreement with the willing institutions. The institutions so empanelled shall be notified by the DHS. The list of the empanelled institutions shall be updated by the DHS on regular basis.

**5. Procedure to empanel private institutions/ labs located both within and outside the State which are not on CGHS list:** In case the Director Health Services gets the request from a private institution/lab located within or outside the state (especially those in Chandigarh, Punjab, Haryana, Pathankot/Jammu area of Jammu and Kashmir and Utrakhand) which has not been empanelled by the CGHS, for empanelment the DHS shall constitute an inspection team for the purpose after receipt of the specified fee for this purpose.

**6. Inspection for Empanelment :** The Director Health Services (DHS) shall adopt following procedure for inspection of health institutions/diagnostic labs:

**6.1. Inspection Team for higher level health institutions located within and outside the State:** For the institutions that offer indoor facilities and/or special procedures that are either not available in the government sector within the state or are available only in the medical colleges of the state, the inspection will be done by a State Level Team constituted by the DHS for the purpose. The Team will consist of experts of the concerned discipline depending upon the facilities being offered by the applicant institution/lab. The DHS will take the names of expert member(s) of the inspection team from the Director, Medical Education and Research or the Principals of IGMC, Shimla/Dr RPGMC, Tanda/Government Dental College, Shimla or if required from any other institution of repute as the case may be. In addition at least one faculty member from the State Government's Medical/Dental College, preferably related to the treatment/procedures/tests being offered by the private institution, will also be a member of the team.

**6.2. District Level Team for inspection of health institutions/ diagnostic labs located within the State :** There will be a standing team under the chairmanship of the Chief Medical Officer (CMO) of the district that will be notified by the DHS within 15 days after the publication of this Policy. The team will inspect the private institutions/diagnostic labs located in a district and willing to get empanelled with the state government for treatment/procedures/diagnostic tests which are available in the District or Regional/ Zonal Hospital (if a Regional/Zonal Hospital is located in that district). In case of procedure and/or treatment/diagnostic test being offered is not available in the government hospital/lab located in the district (District, Zonal or Regional as the case may be), the private institution/lab will have to apply to the DHS and the inspection will be done by the State Level Team. In other cases the private

institutions/labs can directly apply to the CMO who will get the inspection done and send the report to the DHS for further action.

**6.3. Time Limit for Inspection:** Once the application is made to the DHS for inspection by an institution all formalities including inspection, submission of inspection report, decision on the report (whether in institution is to be empanelled or not) shall be completed within specified time limit. For this purpose all applications received till 5th of a month shall be disposed off within that month. **In** case the application is received after 5th of the month same shall be decided in the next month, if it is not possible to be disposed off within that month. The District Level Team shall inspect and submit report of inspection as per the Checklist with clear recommendation to the DHS within a period of 20 days from the date of receipt of application from the private institution.

**6.4. Checklist for Inspection:** A detailed **Checklist** will be prepared for inspection by the Director Health Services which will be exhaustive and clear. This will lead to transparency and objectivity in the process of empanelment. The checklist will be prepared within a period of 15 days from the date of notification of this Policy. The checklist will then be sent to the government for approval and final decision on the checklist will be taken within seven days after it is received by the state government.

**6.5. Inspection Fee :** The DHS shall collect the inspection fee from the private health institutions willing to get empanelled as per the following rates: fee of rupees 15,000 shall be charged for an inspection if it is to be made by the State Level Team for an institution/lab located within the state; fee of rupees 5,000 shall be charged for an inspection to be done by the District Level Team. **In** case of institutions located in the following states/UTs, fee of rupees 25,000 shall be charged: Punjab, Haryana, Chandigarh, Uttranchal, Jammu. **In** case of institutions located in Delhi inspection fee of rupees 30,000 shall be charged and for institutions located at other places in the country a fee of rupees 35,000 shall be charged.

**6.6. Frequency of Inspection :** The inspection shall be carried out before empanelment and after every two years. **In** addition, the DHS can decide to inspect the institution whenever required. The expenses of the inspection shall be borne by the private health institution/diagnostic lab.

**7. Period of Empanelment:** The institutions/diagnostic labs both on CGHS list and the others that will be empanelled by the DHS after inspection will be empanelled for the period of two years. **In** case an institution/ diagnostic lab is removed from the CGHS list the same shall also stand removed from the list of empanelled institutions for the state. **In** case the DHS gets a complaint with regard to any institution/diagnostic lab he shall get the matter inquired into. **In** case the complaint is found correct and he feels that the institution/diagnostic lab needs to be removed from the list of Empanelled List he shall give due opportunity of being heard to the concerned institution/diagnostic lab and then decide the matter.

**8. Procedure regarding the private health institutions/ diagnostic labs that are already empanelled :** **In** case of private health institutions/diagnostic labs located both within and outside the state that are already empanelled the empanelment shall continue till the period specified in the existing Agreement. There will not be any renewal of present agreement and new Agreement will be signed under the new policy.

**9. Reimbursement:**

- 9.1.** Both out-patient and indoor treatment/diagnostic tests taken in hospitals/health institutions/diagnostic labs located within and outside the state will be reimbursable subject to rate restrictions as described below.
- 9.2.** The expenses incurred for treatment in all government institutions/diagnostic labs located within the state will be fully reimbursable.
- 9.3.** The expenses incurred for treatment in all empanelled government institutions/diagnostic labs located within and outside the state (as mentioned in point 3 above) will be fully reimbursable.
- 9.4.** In case treatment is taken in a private empanelled institution located within the state and the procedure/test is available in the government hospital located in that district (district/zonal/ regional hospital), the reimbursement amount shall be restricted to the rates of Rogi Kalyan Samiti (RKS) of the concerned hospital.
- 9.5.** In case treatment is taken in a private empanelled institution located within the state and the procedure/test is available in the IGMC, Shimla (and attached hospital i.e. Kamla Nehru Hospital of Mother and Child Care)/Dr RPGMC, Tanda/Government Dental College Shimla, reimbursement shall be restricted to the rates of the concerned institution's RKS.
- 9.6.** The rates of reimbursement for treatment taken in an empanelled institution located outside the state shall be restricted to the rates of the RKS of IGMC, Shimla/ Government Dental College, Shimla or Dr RPGMC Tanda as the case may be depending upon the nature of procedure in case the treatment/procedure is available in these government institutions.
- 9.7.** For treatment taken in an empanelled institutions located outside the state and if the procedure/test is not available in the IGMC, Shimla/Dr RPGMC, Tanda/Government Dental College Shimla, the reimbursement shall be restricted to actuals or the rates of PGIMER, Chandigarh or AIIMS, Delhi or CGHS whichever is the lowest.
- 9.8.** In case there is no PGIMER Chandigarh/AIIMS Rate the reimbursement shall be restricted to the CGHS rates or actual whichever is lower.
- 9.9.** In case treatment is taken in a non-empanelled institution in emergency, reimbursement shall be restricted to the rates of IGMC Shimla/Government Dental College, Shimla. In case the procedure/treatment is not available in the IGMC, Shimla/Government Dental College, Shimla the rates of PGIMER Chandigarh/AIIMS, Delhi/CGHS or actual whichever is least shall apply. In case there are no such rates the CGHS rates or actual whichever is less shall apply.
- 9.10.** In cases where there are no CGHS Rates, the procedure being adopted under the CGHS will be applicable to the state of Himachal.

**10. Referral:**

**10.1.** There will not be any need for referral in case treatment is taken in an empanelled institution.

**10.2.** In case of emergency the treatment can be taken in a non-empanelled institution without referral. However the question of emergency will be decided by the A.D. concerned and reimbursement shall be restricted as per this Policy.

**10.3.** TA and Attendant will be allowed only in cases where the patient is referred for treatment out of state by the Medical Officer of the Government Hospital in the state.

**10.4.** Only ambulance charges will be reimbursed to the patient in case of referral by Medical Officer of the Government Hospital located in the state.

**11. Emergency treatment in a non-empanelled institution :** In case treatment is taken in emergency in an institution that is not empanelled or diagnostic tests are undertaken in a lab which is not empanelled within and/or outside the state, the question whether there was an emergency or not, being a question of fact, will be decided by the A.D. concerned. There will be no need to seek permission of the Government or Department of Health and Family Welfare in such cases. The decision of the A. D. whether there was an emergency or not shall be final.

**12. Treatment in cases of Cancer, Renal Failure/Kidney Transplant:** In case of treatment for Cancer, Renal Failure/Kidney Transplant, the patient (employees/dependent/pensioner) will be allowed to undergo treatment in any super specialty hospital/institution whether empanelled or not subject to the condition that the reimbursement amount will be restricted to CGHS rate or actual whichever is less.

**13. Verification of Bills :** The bills will be verified by the Medical Officer or Authorized Signatory of the empanelled or non-empanelled health institution/lab. It will be the responsibility of the DDO concerned to restrict the reimbursement amount to the amount admissible under this policy.

**14. Clarifications:** The DHS shall issue clarifications, if required, on its own or if requested by any HOD/DO/Head of Office.

**15. Appeal:** Appeals related to refusal to empanel by the District Level Team the appeal shall lie to the DHS and in case of refusal by the State Level Team the appeal shall lie to the Secretary (Health). In case of a dispute related to reimbursement claim, the first appeal shall lie to the Administrative Department. The second appeal shall lie to the Secretary (Health) in case the employee/pensioner is not satisfied with the decision taken by the A.D. under this Policy or a clarification issued by the DHS. The appeal can be preferred on plain paper with the details of the case.

**16. On-going Process:** There should be a dedicated Cell in the office of the DHS to study the CGHS list and the circulars issued under that. DHS should choose the new institutions that may be empanelled and then get in touch with them for seeking their consent for empanelment with the state government on regular basis as per requirement. The DHS should circulate the list of empanelled institutions periodically to all the state government offices. The list of empanelled institutions and the CGHS / RKS rates should be published at least once in a year in the month of January. Similarly the DHS should keep track of the CGHS rates and keep on circulating these to all concerned. The Cell should be properly staffed with following personnel: Superintendent Grade II (1); Senior Assistant (2) and Clerk (1). The persons posted in the Cell will follow up on the

applications, inspections, empanelment and secure appropriate information and reports from other authorized agencies to inspect (e.g. CMOs) and issuing clarifications etc. Besides, the Cell will undertake the work of publishing/updating/circulating the lists of empanelment and rates of the RKSs/PGIMERI AIIMS, Delhi/CGHS.

**17. Information System:** There shall be a link on the web site of State of Himachal ([www.himachal.nic.in](http://www.himachal.nic.in)) and also on the State Government's Health Department's web site to the website of CGHS. Also, in addition to that the lists of empanelled institutions and rates approved under CGHS; lists of institutions empanelled by the state government (both in government and private sector both within and out side the state) should be available on the state government's web site and also on the website of State Health and Family Welfare Department in PDF format. These lists should be revised and updated as and when any change happens. The website should also display that the lists available online are the latest and have applicability with effect from the date of up-dation. This policy shall come into effect with immediate effect.

By order, Sd/-  
*Additional Secretary.*