At the time of discharge, hospital will issue medicines up to next OPD visit or 7 days (maximum) which ever is earlier so as to continue the advised treatment without visiting the respective designated dispensary.

4. INSTRUCTIONS FOR AUTHORISED MEDICAL ATTENDANTS AND MEDICAL BENEFICIARIES.

4.1 AMA shall ensure that he/she is attending to a right medical beneficiary through photo affixed on the MPC.

4.2 Signature of the AMA should be supported with rubber stamp, indicating name, designation and organization on each prescription/verification of bills.

4.3 Referral should be made only to a panel hospital and purpose for such referral is to be recorded on MPC.

4.4 Bill may be submitted to Medical Adviser (PT) for putting up to Competent Authority, for obtaining relaxation or for further necessary action as the case may be.

4.5 Prescribing inadmissible medicines may be avoided as the reimbursement Shall be as per CGHS guidelines/CSMA Rules.

4.6 Utmost economy should be exercised while prescribing medicines where less expensive medicines of equal therapeutic value are available. In case of chronic ailments/prolonged treatment exceeding 10 days, MO/SrMO shall refer the patient to suitable Panel hospital.

4.7 MOs and Sr. MOs of dispensary shall not advise special investigation. Only specialists from panel hospitals are allowed to advise special investigations.

4.8 Diagnostic investigation advice should be specific to the case presented or to the provisional diagnosis.

4.9 Purchase of medicines on the advice of Specialist of referred hospital in chronic illness should not exceed for more than 30 days in a single instance.

4.10 Utmost care should be taken while verifying claims submitted by beneficiaries (both A&B forms). Any deviation from existing guidelines/procedures is to be examined and clarification shall be obtained from the hospital wherever necessary, before verifying the claims. Pension Trust shall be processing verified claims after applying applicable
Due referral with Registration number should be obtained before visiting panel hospitals except in emergency where the registration number should be obtained from the dispensary within three working days to continue to avail OPD Treatment please refer to S.No. 1.2 at page 1.

Doctor's advice for purchase of medicines/to carry out investigation/to attend hospital after referral shall be valid only for three working days excluding the date of such advice. In case any delay beyond three days, re-consultation shall be required for further referral.

Each prescription shall be treated as a spell of treatment. Medical bills after due verification should be submitted to Accounts Section within 90 days after completion of such spell of treatment.

Medicines should be purchased either from panel hospital pharmacy or from panel chemists. Medicines purchased from elsewhere shall be considered only if the competent authority grants relaxation.

For in-patients and for out-patients (in emergencies) medicines/surgical items are allowed to be purchased within the vicinity/premises of the panel hospital.

Special or routine investigations above the ceiling limit of Rs.1000/- are to be carried out only from panel hospitals or from panel diagnostic centers.

Reimbursement is allowed only at admissible/applicable CGHS rates only.

Verification & scrutiny of OPD medical bills at concerned CMO Office is required in the following cases:

i. Claims exceeding Rs.400/- for a single medicine (Dispensary Cases) prior to discount offered by the panel chemist.

ii. Claims of a MPC Card holder exceeding Rs.1000/- in a single day Dispensary cases claims of self & dependants all inclusive.

iii. In case of OPD treatment from hospital if exceeds Rs. 2500/- per day.

iv. Claims of a MPC Card holder exceeding Rs. 2500/- in a particular month (claims of self & dependants all inclusive).

In case, the treatment period exceeds beyond one month, CMO verification shall be required, if the monthly average of that particular claim exceeds Rs. 2500/- p.m. only.