



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078

No.GGSIPU/COF/2012-13/1215

Dated: 20/03/2013

OFFICE ORDER

After amendment in the Medical Scheme of this University as notified by Order No.GGSIPU/COF/2012/600 dated 01.02.2013, it has become necessary to make certain guidelines and time frame within which all the claims, raised by empanelled hospitals for cashless treatment, are required to be processed and paid in compliance with the MOU agreed by this University.

All claims of the empanelled hospital shall be received and processed by Personnel Department at the first instance and following specific checks are required to be made **within seven working days** :-

1. Confirm the current empanelment status of the claimant hospital.
2. Check the status of the beneficiary / dependent member of the beneficiary as per declaration of dependent members given by the member employee in the prescribed format.
3. Option for the Medical Scheme of this University and status of the employee with relation to the medical attendance rule of this University.

Personnel Department shall forward the medical reimbursement claim to next level of processing with Medical Officer of the University.

On having being processed and recommended by Personnel Department, such medical claim shall be examined by the University Medical Officer on the following specific checks and shall be finally disposed and forwarded to the final level of Finance & Accounts Department **within five working days**.

1. Prescription of the relevant medicines, supplements, vitamins and consumables etc.
2. Applicability of the prescribed procedures, examinations etc. with relation to the medical condition / illness of the patient.
3. Duration of stay with reference to the illness / medical condition diagnosed.

On having being recommended by Medical Officer, such medical claim shall be finally processed by Finance & Accounts Department for final e.payment **within ten working days**.

The Finance & Accounts Department shall workout the admissible amount of reimbursement as per approved rates and shall arrange for the e.payment within prescribed time but overall time frame as per MOU should not exceed.

It is, there, stressed upon to strictly follow the time frame of working days allotted at every level of processing and in no case delay at any level will be accepted and responsibility shall be fixed for the resultant consequences.

This issues with the concurrence of Hon'ble Vice Chancellor.

(Dr. B P Joshi)
Registrar