

Tele: 011-25683476
Tele Fax: 011-25682392
e-mail: ecchs@mda.gov.in

Central Organisation ECHS
Adjutants' General Branch
Integrated HO of MoD (Army)
Maude Lines
Delhi Cantt-110 010

B/49771/AG/ECHS/Emp/Policy

Jun 2014

All Regional Centre ECHS

CROSS EMPANELMENT OF EMPANELLED HOSPITALS

1. Ref Cent Org Letter No B/49771/AG/ECHS/Emp/Policy Dated 29 Feb 12
2. Various queries have been received on policy for Cross Empanelment of hospitals with polyclinics of other regional Centres. All Regional Centres, ECHS are in the process of shifting to on-line billing system which has necessitated a relook on the process of cross empanelment. Clarifications on the procedure to be followed is given in succeeding paras.
3. Hospitals are empanelled by the controlling Regional Centre, ECHS, under whose AOR the hospitals falls by means of signing a MoA. This is the basic procedure required for initiation of referrals from Polyclinics under AOR of controlling Regional Centre, ECHS. However, certain Regional Centres, ECHS may not have enough hospitals empanelled to cater for all the specialist needs of AFVs. In that case, Empanelled hospitals of other Regional Centres, ECHS can be cross empanelled to enable direct referrals.
4. Guiding principles to be kept in mind for cross empanelling a hospital are:-
 - (a) Non availability of proposed facility within own AOR.
 - (b) Proximity and convenience of AFV for treatment in a cross empanelled hospital.
 - (c) Willingness of the hospital to submit on-line and physical bills to the Regional Centre, ECHS requesting for cross empanelment.
 - (d) Capacity of the hospital to handle all cases of own Regional Centre, ECHS and cross empanelled Regional Centres, ECHS without causing inconvenience to patients.
5. Regional Centre ECHS desirous of Cross Empanelment of a Empanelled Hospital, empanelled with another Regional Centre ECHS will send a detailed justification to Central Org ECHS for approval of MD, ECHS for Cross Empanelment. The case should contain following justification and documents:-
 - (a) List of specialities or facilities being offered by the hospital which are not available in other empanelled hospitals in AOR.
 - (b) Distance from referring polyclinics and contiguity of area.
 - (c) List of polyclinics proposed for cross empanelment, which may not be all the ECHS, Polyclinics in AOR.

posed hospital should be NABH / JCI accredited

- (e) Mutual consent of Regional Centres, ECHS concerned
- (f) Willingness of hospital to produce original bills at cross empanelled Regional Centre, ECHS and ECHS, Polyclinic and to offer all their services.

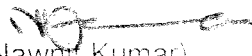
6. **Action on approval.** On receipt of approval of MD, ECHS for Cross Empanelment, the cross empanelling Regional Centres, ECHS will sign with the concerned Empanelled Hospital the following documents:

- (a) Fresh MoA with Addendum for On-line Billing and list of cross empanelled Polyclinics. The MoA will be labelled as "Agreement for cross empanelment".
- (b) Registration form with UTI ITSL for a separate user ID and Password for receiving Referrals and uploading claims with reference to the concerned Regional Centres, ECHS
- (c) The list of Cross Empanelled Hospital and concerned ECHS, Polyclinics will also be sent to M/s SITL to incorporate the listing of concerned hospital in the ECHS Polyclinics MIS.

7. The Empanelled hospital will submit only one Performance Bank Guarantee (PBG) i.e. with controlling Regional Centre, ECHS. Fresh PBG is not required against cross empanelment with other Regional Centres, ECHS. A cross empanelled hospital will have multiple MoAs with Regional Centres, ECHS. However care to be taken to keep validity of all the MoAs same. In case of any variation in language or content of MoAs, the Original Agreement Signed with controlling Regional Centre, ECHS alongwith PBG will be considered as correct and valid.

8. All Regional Centres, ECHS will ensure that previous cases of Cross Empanelment are reviewed holistically and fresh proposals for Cross Empanelment, if required are sent at the earliest. However, action for signing of MoA and UTI registration to be completed in case of already cross empanelled facilities to be completed by 31 July 14.

9. **RCs Delhi 1 and Delhi 2 only.** All facilities of Regional Centre, ECHS Delhi1 are deemed cross empanelled with Regional Centre, ECHS Delhi2. Appropriate action be completed by 31 Jul 14.


(Nawnit Kumar)
Brig
Dy MD

Copy to:
UTI ITSL
SITL

Internal
Claims
P&FC
Stats & Auto
IT : for uploading on website