

SAHA INSTITUTE OF NUCLEAR PHYSICS

1/AF, Bidhannagar, Kolkata – 700 064
Phone: (033) 2337 5345-49 Fax:091-33-2337 4637
MEDICAL UNIT (Extn. 1446)

CMBS members (present & retired employees and their dependants) willing to get the credit facility from the places where, there is no empanelled Hospitals / Nursing Homes etc., may follow the steps as below:

Step1: Contact the Hospitals / Nursing Homes etc. under the panel of CGHS or willing to provide CGHS rates. If those Hospitals / Nursing Homes etc. agree to provide credit facility, they have to send their consent letter (for providing credit facility) to the Chairperson, Medical Advisory Committee along with the following documents:

1. Copies of Clinical Establishment License issued by Department of Health under concerned State Government.
2. Number of BEDs / O.T. / ICU /ITU /NITU along with status of beds.
3. Income Tax Exemption Certificate under Income Act, 1961 (if any).

Step2: The prime beneficiary has to send the following documents to the Chairperson, Medical Advisory Committee by **post** or **FAX** or **e-mail** (registrar@saha.ac.in / director.office@saha.ac.in):

1. A scanned copy of the medical identity card (issued by the Establishment Section) of the patient.
2. A scanned copy of the duly filled 'letter of authorization' (downloadable from our website).
Please check that the 'Declaration by the patient / patient party' has been signed properly.

Step3: If all the above documents are found OK, the Institute will send back the duly signed (by the Institute authority) scanned copy of the 'letter of authorization' to the prime beneficiary.

Step4: The patient may now get admission to the concerned Hospital / Nursing Home with (i) a photocopy of the medical identity card and (ii) duly signed (by the Institute authority) 'letter of authorization'.

Step5: At the time of discharge or release, the patient has to pay (i) non-admissible amounts (non-medical items etc.) which are not covered under CGHS rates and (ii) amount exceeding the upper limit as mentioned in the authorization letter, directly to the concerned Hospital / Nursing Home.

Step6: Once the treatment is complete, the concerned Hospital / Nursing Home will send their final bill/invoice with their bank details to

The Registrar, Saha Institute of Nuclear Physics, Kolkata for payment along with the following documents:

- (i) doctor's prescription, (ii) money receipt in final bill/invoice, (iii) medical ID No., (iv) copy of our medical ID card, (v) copy of our letter of authorization, (vi) discharge certificate, (vii) investigation (path/radio) reports, (viii) clinical reports, (ix) emergency admission advice, (x) treatment sheet, (xi) medicine & investigation requisition according to doctor's advice and (xii) signature of the patient or patient parties on the bill/invoice etc.

If any one of the above mentioned relevant papers is not attached with the IPD bill/invoice, the said bill/invoice cannot be processed for payment. Please note that the Institute does not pay any type of Service charges in this regard.

Step7: After processing the bill/invoice, due amount will be sent to the Bank A/C of the Hospital / Nursing Home, barring unforeseen difficulty, within a month from the date of receipt of the bill.

Pulak Ray
Chairperson, Medical Advisory Committee