



NATIONAL INSTITUTE FOR RESEARCH IN ENVIRONMENTAL HEALTH

भारतीय आयुर्विज्ञान अनुसंधान परिषद

INDIAN COUNCIL OF MEDICAL RESEARCH

कमला नेहरू चिकित्सालय भवन, भोपाल

Kamla Nehru Hospital Building, Bhopal – 462001

NIREH-BPL/RMB /2015-16/1266

Dated 10th December 2015

CIRCULAR

The guidelines and extant medical attendance rules, regulations and practice to be followed for seeking indoor/outdoor treatment at recognized hospital and through authorized medical attendant were circulated among the officers/officials of the institute vide Circular No.NIREH/BPL/RMB/2014-15/202 dt 11th Feb. 2015.. The said circular is available on the institute website www.nireh.org . The officers/official of the institute are requested again to go through those guidelines and submit the medical bills in accordance with those guidelines.

The "Medical Reimbursement Committee" while considering the medical bills for reimbursement in its meeting held on 4th Nov.2015 noticed that following points need to be brought to the notice of all employees to consider before submission of bills for reimbursement.

- i) Every prescription should bear the name of the Authorized Medical Attendant(s) alongwith their registration number and seal of the AMA/recognized hospital as the case may be.
- ii) In case of outdoor patients, if the investigations have been prescribed these should be recorded on the prescription itself. In the absence of it, the charges of investigations will not be allowed.
- iii) The Cash Memos/Reports for medicine purchased and investigations done on the advice of the authorized medical attendant should be submitted in original only.
- iv) The employees are required to retain the empty bottles, wrappers of the medicines and X-ray films submitted for reimbursement, till the reimbursement of medical bills are remimbursed and the concerned amount is credited in the bank account of the respective employees.
- v) The employees are also advised to present their identity card before the AMA and recognized hospitals/Path Labs and request them to charge in accordance as per rates fixed under the Central Govt. Health Scheme.

(Dr. Anil Prakash)
Director-in-Charge

Copy to:-

1. Notice Board
- ✓ 2. PS for Website
3. Section Officer (Admn./Accts). The account of medical reimbursement viz. medicines, investigations charges, consultation fee and injection charge etc. allowed in respect of each officer/official should be maintained appropriately in order to have the consolidated information at a glance