



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
MOHALI

(Established By Ministry Of Human Resource Development, Govt.Of India)
Sector 81, Knowledge City, P.O. Manauli, S.A.S. Nagar, Mohali (Punjab).

Advance referral for IPD treatment (Within / Outside Mohali)

Referral No _____
(for use of Dispensary)

Employee Profile:

1. Name of the employee		2. Designation	
3. Department		4. PF No.	
5. Basic Pay			
6. Patient Name		7. Relationship with the employee	

Request for referral :
(To be filled by employee)

S. N	Item	Description
1	Name of the Doctor/Hospital by whom patient was examined: (whether empaneled with IISER Mohali or not)	
2	Provisional diagnosis / medical problem	
3	Attach the prescription issued by Doctor & letter from the Hospital as mentioned in the SOP for advance referral	
4	Name of the Doctor / Hospital for which the patient wants referral for IPD treatment: <input type="checkbox"/> Empaneled Doctor /Hospital in Mohali <input type="checkbox"/> Non-empaneled Doctor/Hospital within Mohali <input type="checkbox"/> Hospital outside Mohali	
5	Reasons for preference to visit specific non empaneled Doctor / Hospital in Mohali or hospital outside Mohali	

I understand that admissibility of amount for reimbursement/cashless facility of medical treatment will be as per CGHS / Institute approved rates only. Any charges in excess of admissible amount, any service or room if opted by me, other than or higher than my entitlement shall be paid by me to the hospital directly or I authorize the Institute to deduct the same from my salary under intimation to the undersigned.

Date: _____

Signature of the employee

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Recommendation/Approval by Senior Medical Officer
(In case SMO not available then MO)

The patient Mr/Ms _____ is being referred to _____

Remarks _____

Signature of SMO

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For Use of Administrative Office

1- The details of the Employee's profile as filled above by the employee are hereby verified and found to be correct/incorrect*

2- The patient Mr/Ms _____ is dependent / not dependent* on the employee as per record in the Administrative office

*(strike off which is not applicable)

Checked By

Name and Signature of the Official

Countersignature : _____

The Asst. Registrar

3- For approval of Director in case of:

(Non-empanelled hospital/Doctor within Mohali / Hospital/Doctor outside Mohali / Unlisted procedure/treatment)

The Director _____

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1. General Instructions:

- (a) If the facility is not available within Mohali, the patient and the attendant shall be eligible for TA as per the Institute rules, if the facility is available within Mohali, patient/attendant is not entitled for TA.
- (b) The original approval should be enclosed along with the bills submitted for reimbursement, without which claim stands rejected.
- (c) All papers involving bills etc to be submitted for reimbursement should be signed by the treating doctor/ hospital and these are to be submitted within 6 months of discharge from the hospital.
- (d) The referral is valid for one time IPD treatment only.
- (e) For Investigations/treatment not listed in CGHS rate list, the advice of Government doctor of the concerned specialty will be required to be taken by the patient in order to process the request further for approval from the competent authority.
- (f) The referral is to be obtained in advance after every discharge in case further consultation is required.

2. Note for hospitals for extending cashless hospitalization:

- (a) The hospital shall only provide the treatment as per the entitlement. Any difference, by opting the ward higher than the entitlement should be collected by the hospital directly from the patient.
- (b) The hospital should get all the bills verified by both the patient and the employee before the actual discharge of the patient and send it for claim from The Registrar, IISER Mohali.
- (c) The hospital should obtain the written request from the Employee and Patient, if any ward/Room is required which is higher than the entitled one and should charge the difference directly from the patient only, since the Institute will reimburse only upto the entitlement.
- (d) The amount for the inadmissible items to be charged from the employee/patient directly. The institute will reimburse only for admissible treatment/items.