

**Standard Operating Procedure**  
**for Cashless Medical Facility Scheme (IPD) to Non-CGHS employees**  
**of BMHRC**

This with reference to ICMR letter no. 16/16/2022-Admn.II dated 18.04.2022, BMHRC has entered into an Agreement with local hospital empanelled by CGHS for cashless treatment of its employees, their legal dependents and retired employees.

The complete procedure to be followed are appended below-

1. Entitled employees (Permanent BMHRC employees, their legal dependents and retired employees) who wish to go for cashless treatment (IPD) should contact to any hospital / center those having active MoA with BMHRC for availing cashless facility.
2. Entitled employees will present their Identity Card issued by BMHRC to cashless hospital/ centre. The cashless hospital/ centre will issue an estimate to the entitled employees.
3. Entitled employees will submit the estimate along with a form (Annexure-II) to Coordinator BMHRC/Coordinator Mini Units for Cashless Medical Facility Scheme.
4. (a) For the IPD facilities not available in BMHRC-

Coordinator BMHRC/Coordinator Mini Units for Cashless Medical Facility Scheme will process the form for approval through Medical Officer for Cashless Medical Facility Scheme to Asst. Administrative Officer / authorized staff of P & A. After obtaining the approval, Coordinator BMHRC/Coordinator Mini Units will return the original approved form to employee/dependent & will keep copy of approved form & original estimate for record. The process needs to be completed within 24 hours after receiving of the request form (Annexure-II).



**(b) For the IPD facilities available in BMHRC-**

Coordinator BMHRC/Coordinator Mini Units for Cashless Medical Facility Scheme will place the form for approval through HOD/Acting HOD/ Incharge of department of available IPD facility in BMHRC. The concern HOD/Acting HOD/ Incharge will put remark "*Requested procedure (name of procedure to be mentioned) is not performed in department*" except emergency cases for which approval must be taken within 24 hours from Director/Director Incharge, BMHRC. After this remark only, the form will be processed further to Asst. Administrative Officer / authorized staff of P & A. After obtaining the approval, Coordinator BMHRC/Coordinator Mini Units will return the original approved form to employee/dependent & will keep copy of approved form & original estimate for record. The process needs to be completed within 24 hours after receiving of the request form (Annexure-II).

If the HOD/Acting HOD/ Incharge of department of available IPD facility in BMHRC mentions that the requested procedure is available in BMHRC, the form will not be further processed for approval.

5. Approved (Annexure-II) will be submitted to cashless hospital/ centre so that as per eligibility, the entitled employee may get their treatment.
6. After completion of treatment, all the documents such as annexure-II, treatment bills, discharge summary etc. will be submitted to billing section of BMHRC in two copies.
7. Billing section will place bills to Medical Officer BMHRC for Cashless Medical Facility Scheme for endorsement purpose & the payment of bill will be made to the eligible employees or the hospital concerned, at the earliest time, preferably within a month.



