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**HEADQUARTERS' OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(ISO 9001-2000 Certified)
PANCHDEEP BHAWAN, C.I.G. ROAD: NEW DELHI**

No: V-24/11/10/2004-Med-I

January 15, 2010

To

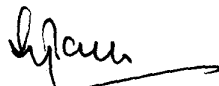
- 1 The Secretaries of all State Govts. dealing with ESI Scheme
- 2 All SSMCs/SMCs
- 3 All Regional Directors/Jt. Director(I/C)
- 4 All Jt. Director (Fin)/Dy. Director(Fin.)/A.D.(Fin)
- 5 All Director, ESI Scheme
- 6 All Medical Superintendents of ESI and ESIC Hospitals
- 7 Medical Officer In-charges , ESI Dispensaries (through Director, ESIS)

Sub: Payment of Bills of Super-Specialty Treatment to Tie-up/Net-work Hospitals.

Sir/Madam,

Kindly refer to this office letter of even no dated 23rd July, 2008 wherein the procedure of payment of bills to the tie-up/net-work hospitals was communicated. To further streamline the procedure of payment of bills of super-specialty treatment and to ensure speedy payments, the following guidelines be followed :-

1. Tie-up Institutions will send the bill (s) immediately with necessary supporting documents to the SSMC/SMC directly.
2. SSMC/SMC will process the bills with-in three working days and make the payment to the tie-up hospitals and intimate the same to the concerned ESI Hospital/Dispensary from where the patients was referred.
3. In case of hospital run directly by ESI Corporation tie-up hospitals will send the bills to the Medical Superintendent of the concerned hospital directly and the M.S. shall ensure payment within 3 working days.


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4. Three days include processing of bills by SSMC/SMC/MS and payment by concerned Account Branch.
5. For making payment, the Accounts Branch shall directly transfer the amount through ECS/CBS/RTGS/transfer as the case may be, wherever agreed to by the institution with thank you mailer note. Otherwise, cheques to be sent through Speed / Registered post.
6. In case of any genuine dispute in the bills raised by the tie-up hospitals the disputed amount can be with-held and the balance amount be paid without any delay within time frame prescribed. The dispute must be settled within next 15 days with the tie-up hospital (s).

These instructions will come into force with immediate effect.

This issues with the approval of Director General.

Yours faithfully,


(Dr. S.K. JAIN) 1.2.2010
DY. MEDICAL COMMISSIONER

Copy to

- 1 PS to DG/FC/IC/MC/CE
- 2 All Members of ESIC
- 3 All Officers/Branches of ESI Hqrs office/Guard File
- 4 Director (System) with a request to upload the above instruction on the ESIC Web-site.
- 5 Director (MSU) – with the request to include these instructions in the Compendium of Instructions.
- 6 Rajbhasha Vibhag for translation.


15.1.2010
DY. MEDICAL COMMISSIONER