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

No.U-16/30/36/2011-Pro.Cell

Dated: 03/06/2014

To
The All SSMCs/ SMCs/
M.S. of ESIC Model Hospitals
Director (Med.) Delhi/ Director (Med.) Noida,

Subject:- Fraudulent tampering of hospital bill resulting in release of double payment.

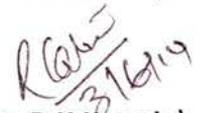
Sir/Madam,

In continuation of this office letter of even No. dated 20/2/2014 on the subject cited above, all concerned are requested to take the following steps to prevent double payment of Medical bills.

1. All bills whether paid or unpaid should be kept in a safe place before they are shifted to the stores.
2. An additional stamp should be affixed in all the bills in which the official making the manual entry, online entry and verification are affixing their initials.
3. It should be instructed to all the empanelled hospitals that no representatives of any hospital should visit the Account Section for any work.
4. All officials in the SMC/M.S. office should be advised to be more vigilant in affixing the stamps and their initials on the paid bills and also while making relevant entries in the registers etc.
5. All bills of all tie -up hospitals should be arranged serially in the racks of the store rooms to ensure their smooth retrieval, whenever required.
6. Officials in Account Section should be advised to send the bills to the stores for safe keeping immediately after release of their payments.
7. All supervisory staff (O.S. & above) available in SMC/M.S, Office should be instructed to frequently check all the paid bills in random, to ensure that the mandatory stamps initials of official on paid bills and entries in registers are made properly.

In addition to these other steps may be taken to stop the double payment of Medical bills.

Yours' sincerely,



(Dr R.K.Kataria)

Dy. Medical Commissioner
M.E.-I Hqrs.

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