To  
All Sr. State Medical Commissioners  
All State Medical Commissioners  
All Medical Superintendents  
ESIC Hospital 

Sub: Provision of super specialty treatment to insured persons and their families.

Sir/Madam,

Kindly refer to this Office letter of even no. dt. 22.09.11 on the subject noted above. In continuation to the instructions issued vide above referred letter, the following actions should also be taken:

a) The empanelled / networked hospital should be asked to submit the bills within 15 days of discharge of patient. In case, the bills are not submitted within 15 days without any reason, the bills will not be entertained.

b) The empanelled hospital will also provide along with the bills, the details of the cases on C'D to SMC Office.

c) SMC will call a meeting once in two months of networked hospitals, Accounts and Medical Vigilance doctors attached to the office and discuss all the issues relating to provision of super specialty treatment and difficulties being faced, if any, in submission of bills, processing of bills, payment to networked hospitals, over billing etc.

It is further informed that Director General has approved setting up of Medical Vigilance Cell (M.V.C.) in each SSMC / SMC Office. The composition and functioning of Medical Vigilance Cell will be as under:

1) In A & B category SSMC Office, Medical Vigilance Cell will have two Medical Officers and 'C' category SSMC Office will have one Medical Officer.
2) Medical Officers in M.V.C. will report directly to Medical Commissioner.
3) Medical Officers will be posted from the respective Model Hospital of the State on rotation basis every 3 months.
4) D.G. has also sanctioned 2/1 additional post of Medical Officer in ESIC Model Hospital of the State respectively for posting at SMC Office, as the case may be.
5) The function of Medical Vigilance Cell at SMC Office will be to verify the cases of super specialty treatment on random basis by visiting the hospitals,
verifying the record and report discrepancy, if any, to SMC of the State and Medical Commissioner.

6) Medical Officers in M.V.C. will also visit the hospitals to verify the case of emergency / direct admissions (without reference) in the empanelled hospitals.

7) The Medical Officers posted in M.V.C. will not perform the routine / normal work of SMC Office including passing of bills.

This is for information and necessary action and compliance.

Yours faithfully,

(DR. S.K. JAIN)
DY. MEDICAL COMMISSIONER

Copy to:-

1. PPS to D.G./PS to FC/MC/C.V.O.
2. Jt. Director (Med.) – for information & necessary action regarding filling up of post of additional Medical Officers sanctioned for Medical Vigilance Cell.
3. Director (Sys.) – with the request to upload the instructions on ESI Web Site.

DY. MEDICAL COMMISSIONER