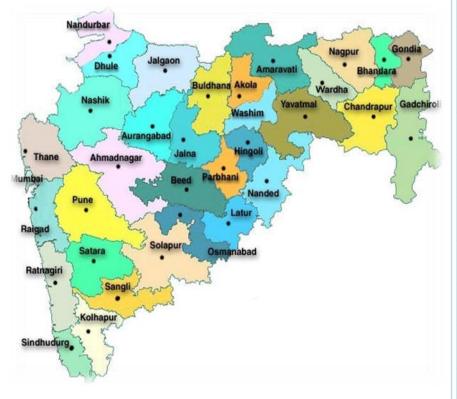


RGJAYS

User Manual for e – Empanelment Module







Government of Maharashtra

GLOSSARY OF TERMS

S. No.	Term	Definition
1.	RGJAY	Rajiv Gandhi Jeevandayee Arogya Yojana
2.	MCO	Medical Coordinator
3⋅	MCCO	Medical Camp Coordinator
4.	TPA	Third Party Administrator
5.	CMC	Chief Medical Consultant
6.	CEO	Chief Executive Officer
7.	MoU	Memorandum of Understanding
8.	MMC/MCI	Maharashtra Medical Council/Medical council of India

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I. INTRODUCTION TO RAJIV GANDHI JEEVANDAYI AROGYA YOJANA

1. OVERVIEW OF THE SCHEME

Rajiv Gandhi Jeevandayee Aarogya Yojana (RGJAY) is a unique Health Insurance Scheme made to meet the out of pocket health expenditure requirement of BPL / APL families for identified diseases. The scheme is being introduced with the guiding principle that insurance schemes should be targeted at catastrophic illnesses and the benefit in the primary care should be addressed through free screening and outpatient consultation. The government health system combined with RGJAY is able to meet the entire health requirements of population in the state. The scheme is implemented through effective use of IT based solution which is unique to the scheme in reaching out to the beneficiary. The scheme has many unique features to its credit to proactively reach beneficiary and guide the beneficiary to avail the services in a cashless manner.

- 1. Aarogyamitras (Facilitator services)
- 2. Round the clock Call Centre with Toll free help line.
- 3. Health Camps conducted by network hospitals.
- 4. Follow up by elaborate field mechanism.
- 5. End-to-end cashless packages.
- 6. Services of MCO (Medical Coordinator) and MCCO (Medical Camp Coordinator) in the network hospitals.
- 7. CUG (Closed User Group) connectivity to all the field staff, MCO and MCCO.
- 8. Placement of RGJAY kiosk with Network connectivity.
- 9. Robust IT based solution, capturing patient details right from reporting to the Hospital till claim settlement and follow up.
- 10. Social auditing through feedback letter from the beneficiary.

Since the scheme is very unique, RGJAY Society has decided to provide a strong facilitation mechanism under the scheme not only to guide the beneficiary right from his door step but also to create awareness among rural illiterate poor for effective implementation.

2. SCHEME DETAILS

2.1. Objective

To improve access of Below Poverty Line (BPL) and Above Poverty Line (APL) families (excluding White Card Holders as defined by Civil Supplies Department) to quality medical care for identified speciality services requiring hospitalization for surgeries and therapies or consultations through an identified Network of health care providers.

2.2. Scheme

Rajiv Gandhi Jeevandayee Arogya Yojana (RGJAY) would be implemented throughout the state of Maharashtra in phased manner for a period of 3 years. Under Phase I, the insurance policy cover eligible beneficiary families in 8 districts: Gadchiroli, Amravati, Nanded, Sholapur, Dhule, Raigad, Mumbai and Suburbs. The Phase II of the scheme will be for the rest of the districts.

2.3. Benefits

Scheme provides 972 surgeries/therapies/procedures along with 121 follow up packages in following 30 identified specialized categories:

- 1. GENERAL SURGERY
- 2. ENT SURGERY
- 3. OPHTHALMOLOGY SURGERY
- 4. GYNAECOLOGY AND OBSTETRICS SURGERY
- 5. ORTHOPEDIC SURGERY AND PROCEDURES
- 6. SURGICAL GASTRO ENTEROLOGY
- 7. CARDIAC AND CARDIOTHORACIC SURGERY
- 8. PEDIATRIC SURGERY
- 9. GENITOURINARY SYSTEM
- 10. NEUROSURGERY
- 11. SURGICAL ONCOLOGY
- 12. MEDICAL ONCOLOGY
- 13. RADIATION ONCOLOGY
- 14. PLASTIC SURGERY
- 15. BURNS
- 16. POLY TRAUMA
- 17. PROSTHESES
- 18. CRITICAL CARE
- 19. GENERAL MEDICINE
- 20.INFECTIOUS DISEASES
- 21. PEDIATRICS MEDICAL MANAGEMENT
- 22. CARDIOLOGY
- 23. NEPHROLOGY
- 24. NEUROLOGY
- 25. PULMONOLOGY
- **26. DERMATOLOGY**
- 27. RHEUMATOLOGY
- 28.ENDOCRINOLOGY
- 29. GASTROENTEROLOGY
- 30. INTERVENTIONAL RADIOLOGY

2.4. Beneficiary families

Eligible Beneficiary families are those holding yellow ration card, Antyodaya Anna Yojana card (AAY), Annapurna card and orange ration card. The families with white ration card holding would not be covered under the scheme. The beneficiary families would be identified through the "Rajiv Gandhi Jeevandayee Health Card" issued by the Government of Maharashtra or based on the Yellow and Orange ration card issued by Civil Supplies Department.

2.5. Health cards

Eligible families in the districts will be provided with Rajiv Gandhi Jeevandayee Arogya Yojana Health Cards in due course of time. This Health Cards will be used for identification of Beneficiary families under the Scheme. Family Health Cards will be prepared by using data from valid Yellow or orange ration cards coupled with Aadhaar numbers issued by UID authorities. As an interim measure till the issuance of health cards, the valid Orange/Yellow Ration Card to correlate the patient name and photograph would be accepted in lieu of health card.

2.6. Pre-existing diseases

All Diseases under the proposed scheme shall be covered from day one. A person suffering from disease prior to the inception of the policy shall also be covered under approved procedures for that disease.

2.7. Sum insured on floater basis & period of insurance

- The Scheme shall provide coverage for meeting all expenses relating to hospitalization of beneficiary up to **Rs. 1**, **50,000/- per family per year** in any of the Empanelled Hospital subject to Package Rates on cashless basis through Health cards or valid Orange/Yellow Ration Card.
- The benefit shall be available to each and every member of the family on floater basis i.e. the total annual coverage of Rs. 1.5 lakh can be availed by one individual or collectively by all members of the family.
- In case of renal transplant surgery, the immunosuppressive therapy is required for a period of 1 year. So the upper ceiling for Renal Transplant would be **Rs. 2, 50,000 per operation as an exceptional package** exclusively for this procedure. The cases are likely to be very few and well controlled by Human Organ Transplant Act 1994.

2.8. Package

- The package rates will include bed charges in General ward, Nursing and boarding charges, Surgeons, Anaesthetists, Medical Practitioner, Consultants fees, Anaesthesia, Oxygen, O.T. Charges, Cost of Surgical Appliances, Medicines and Drugs, Cost of Prosthetic Devices, implants, X-Ray and Diagnostic Tests, food to inpatient, one time transport cost by State Transport or second class rail fare (from Hospital to residence of patient only) etc.
- In other words the package should cover the entire cost of treatment of patient from date of reporting to his discharge from hospital including complications if any, making the transaction truly cashless to the patient. In instance of death, the carriage of dead body from network hospital to the village/township would also be part of package.
- The planned procedures like hernia, vaginal or abdominal hysterectomy, appendicectomy, cholecystectomy, Discectomy, etc. would preferably be performed in empanelled public hospitals, subject to service availability therein.

2.9. Cashless transaction

- For each hospitalization the transaction will be cashless for covered procedures. Enrolled beneficiary will go to hospital and come out without making payment to the hospital subject to procedure covered under the scheme. When the beneficiary visits the selected network hospital and services of selected network hospital should be made available (Subject to availability of beds).
- In instance of non- availability of beds at network hospital, the facility of cross referral to nearest another Network hospital is to be made available and Arogyamitra will also provide the beneficiary with the list of nearby network hospitals.

2.10. Online claim settlement

The Insurance Company will settle the claims of the hospitals online within 7 working days of receipt of the Originals bills, Diagnostics reports, Case sheet, Satisfaction letter from patient, Discharge Summary duly signed by the doctor, acknowledgement of payments of transportation cost and other relevant documents to Insurer for settlement of the claim. The online progress of claim settlement will be scrutinized and reviewed by Rajiv Gandhi Jeevandayee Arogya Yojana Society.

3. STEPS FOR TREATMENT IN THE NETWORK HOSPITAL

Step 1

Beneficiary families shall approach nearby PHC/Rural/urban health center, Sub district, General, Women/District Hospital/Network Hospital. Aarogyamitras placed in the above hospitals shall facilitate the beneficiary. If beneficiary visits Government Health Facility other than the Network Hospital, he/she will be given a referral card to the Network Hospital with preliminary diagnosis by the doctors. The Beneficiary may also attend the Health Camps being conducted by the Network Hospital in the Villages and can get that referral card based on the diagnosis. The information on the outpatient and referred cases in the PHC/Rural/Urban health center, Sub district, General, Women/DH and the camps will be collected from all Aarogyamitras/Hospitals on regular basis and captured in the dedicated database through a well-established call center.

Step 2

The Aarogyamitras at the Network Hospital examine the referral card and health card or Yellow/Orange Ration Card, register the patients and facilitate the beneficiary to undergo specialist consultation, preliminary diagnosis, basic tests and admission process. The information like admission notes, test done will be captured in the dedicated database by the Medical Coordinator of the Network Hospital as per the requirement of the Rajiv Gandhi Jeevandayee Aarogya Yojana Society.

Step 3

The Network Hospital, based on the diagnosis, admits the patient and sends E-preauthorization request to the insurer, same can be reviewed by Rajiv Gandhi Jeevandayee Aarogya Yojana Society.

Step 4

Recognized Medical Specialists of the Insurer and Rajiv Gandhi Jeevandayee Aarogya Yojana Society examine the preauthorization request and approve preauthorization, if, all the conditions are satisfied. This will be done within 12 working hours and immediately in case of emergency. In case of any query insurer will communicate with hospital within 11 hours and send it to society team for further processing either as approval or rejection. The validity of preauthorization would be for 30 days for private and government hospital. This provision can be reviewed by society and modify to suit the changing circumstances.

Step 5

The Network Hospital extends cashless treatment and surgery to the beneficiary. The Postoperative notes of the Network Hospitals will be updated on the website by the medical coordinator of the Network Hospital.

Step 6

Network Hospital after performing the covered surgery/ therapy/ procedure forwards the Originals bills, Diagnostics reports, Case sheet, Satisfaction letter from patient, Discharge Summary duly signed by the doctor, acknowledgement of payments of transportation cost and other relevant documents to Insurer for settlement of the claim. The Discharge

Summary and follow-up details will be part of the Rajiv Gandhi Jeevandayee Aarogya Yojana Society portal.

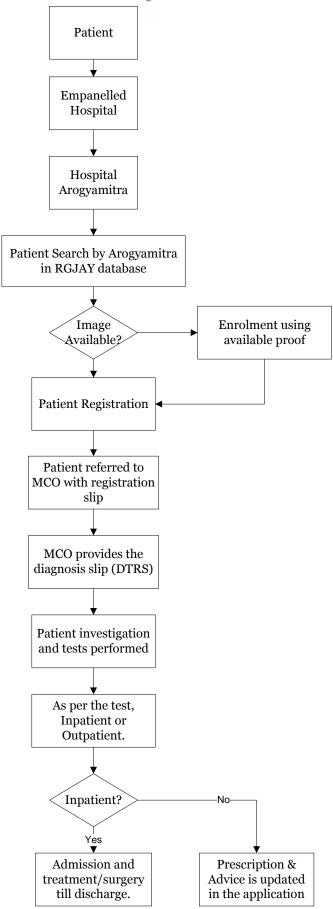
Step 7

Insurer scrutinizes the bills in light of the standard treatment guidelines and gives approval for the sanction of the bill and shall make the payment within agreed period as per agreed package rates. The claim settlement module along with electronic clearance and payment gateway will be part of the workflow in Rajiv Gandhi Jeevandayee Aarogya Yojana Society portal and will be operated by the Insurer. The reports will be available for scrutiny on the Rajiv Gandhi Jeevandayee Aarogya Yojana Society login. RGJAY will be custodian of the web platform and source code. It shall be the responsibility of the Insurer to maintain the software and associated hardware at all times.

Step 8

The Network Hospital will provide free follow-up consultation, diagnostics, and medicines under the scheme up to 10 days from the date of discharge.

4. Patient Flow in the Network Hospital



- Health Camps are to be conducted in Taluka Head Quarters, Major Gram Panchayat and Municipalities. Minimum of one camp per week per empanelled hospital has to be held in the eight districts in the policy year.
- The insurer shall ensure that at least one free medical camp is conducted by each network hospital per week at the place suggested by Rajiv Gandhi Jeevandayee Arogya Yojana Society.
- The Rajiv Gandhi Jeevandayee Medical Camp Coordinator MCCOs of the hospital shall coordinate the entire activity. Network hospital shall carry necessary screening equipment along with specialists (as suggested by the Rajiv Gandhi Jeevandayee Arogya Yojana Society) and other Para-medical staff.
- The Insurer shall put in the minimum requirements as regards the health camp in the MOU with the hospitals.
- The empanelled hospital shall work in close liaison with district coordinator of the Insurance Company, Civil Surgeon/District Health Officer in consultation with District Collector.
- Hospital shall follow the Camp policy of Rajiv Gandhi Jeevandayee Arogya Yojana Society.

Chapter 2

II. PROCESS FLOW: HOSPITAL EMPANELMENT FOR RGJAY

1. Overview

Hospitals having minimum 50 hospital beds, functional ICU & requisite infrastructure and expertise are eligible for getting empanelled under the scheme for providing the scheme services to the beneficiaries. Public health centre's and government hospitals get automatically empanelled under the scheme. The hospital who wants to get empanelled can apply online through RGJAY portal. The applications from the prospective hospitals are scrutinized by a team of doctors who further goes to the hospital for infrastructure audit. The hospital is graded based on the audit results. The results of the audit are presented to the Empanelment & Disciplinary Committee (EDC) who analyses the results and provides recommendation for empanelment. The hospital is offered rate list based in the infrastructure audit grading and the decision of the EDC. The Hospital signs a MoU with the insurer thereby agreeing to provide the services under the scheme at predefined rates which is arrived based on the infrastructure audit results.

- Minimum Criteria 50 Beds with functional ICU
- Exception: Hospitals applying for single specialty
 - 1. Genitourinary
 - 2. Burns and Plastic Surgery
 - 3. ENT
 - 4. Ophthalmology
 - 5. Pediatric Medical Management
 - 6. Maintenance & hemodialysis
 - 7. Prosthesis
 - 8. Oncology
 - 9. Ortho
 - 10. Polytrauma

2. Grading & Scoring of Hospitals

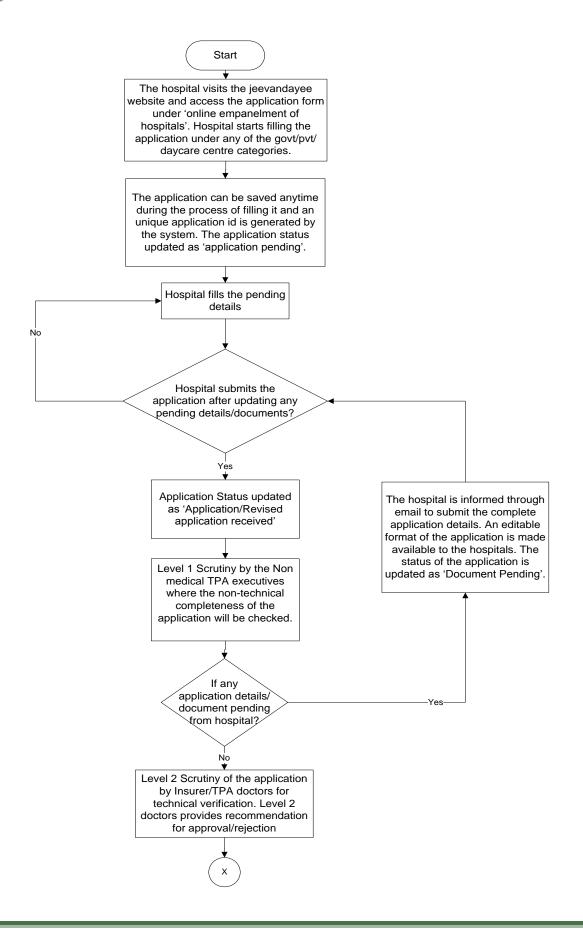
The grading and scoring of the hospitals will be based on the following criteria. Hence while filling the application due care shall be taken to provide complete information that can bring more marks and grade to the hospital.

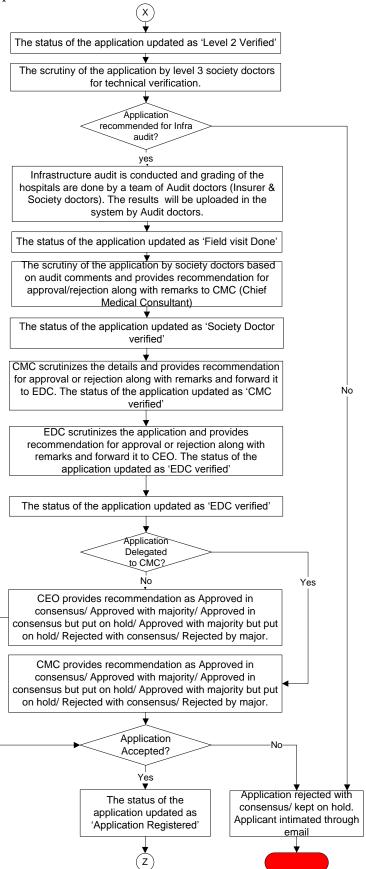
	Criteria for Categorization / Grading of Hospitals	MAX SCORE 65
	Location (4)	4
	Mumbai,Suburban Mumbai	4
I	Thane, Pune, Nagpur, Nashik, Aurangabad	3
	Solapur, Amravati, Dhule, Nanded, Kolhapur, Sangali, Akola,	2
	Ahamednagar, Latur, Jalgaon, Chandrapur, Parbhani, Raigad	2

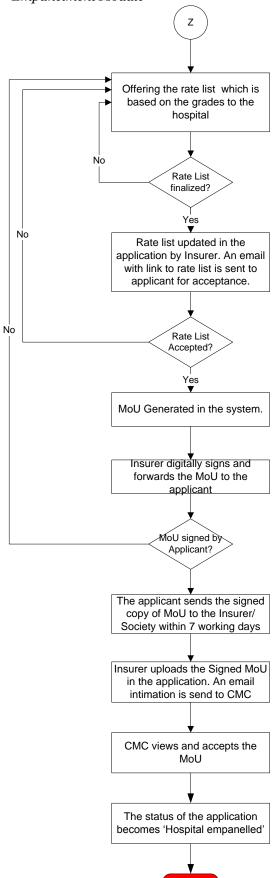
Manual _.	for e – Empanelment Module	
	Buldhana, Yavatmal, Beed, Jalna, Ratnagiri, Bhandara,	
	Wardha,Satara,Gadchiroli, Washim, Hingoli, Osmanabad,	1
	Sindhudurg, Gondia, Nandurbar	
	Category (5)	5
	Multispeciality (>=20 specialities)	5
II	Multispeciality (>=12, <=20 specialities)	4
11	Multispeciality (>6, =<11 specialities)	3
	Multi speciality (<6 , <=3 specialities)	2
	Multi speciality (<=3 specialities)	1
	Type of Hospital (3)	3
	DNB/MD/MCH/DM training hospital	3
III	Diploma Training Hospital	2
	Nursing School	1
	No training institute	0
	No. of Beds (excluding Intensive Care) (3)	3
	>101	
IV		3 2
	51 - 100	
	> = 30 to 50	1
	Span of Control (4)	4
	Duty Doctor to patient Ratio (2)	
	1:10	2
	1:15	1
V	01:>15	0
	Nurse to patient Ratio(non ICU)(2)	
	1:10	2
	1:12	1
	01:>12	0
	Availability of in-house doctors (full time) with regards to the	1
	occupied inpatient beds. (4)	4
17T	a. MD/MS doctors	4
VI	b. MBBS Doctors	3
	c. Blend of doctors	2
	d. Allied Medicine Doctors	1
	Availability of Nurses for occupied inpatient Beds. (3)	3
7777	a. All Registered Nurses	3
VII	b. Blend of nurses	2
	c. All ANM	1
	Infrastructure / Facilities (17)	17
	Fully equipped Intensive Care Beds (2)	2
	1-6 beds	1
	>7 beds	2
	OPERATION THEATRES (4)	
VIII	1,17	4
	1 Equipped OT's	1
	2 Equipped OTs	2
	3 Equipped OT`s	3
	4 (+) Equipped OT`s	4
	No OT	0

	Other (8)	8
	Cath Lab	3
	WARMERS/INCUBATORS	1
	OT-LAMINAR AIR FLOW	1
	In-House Pharmacy	1
	CSSD	1
	Availability of 24 hr power back up	1
	MEDICAL AUDIT (3)	3
	A)FIRE SAFETY EQUIPMENT	1
	B)FIRE SAFETY DRILL & CERTIFICATE	1
	C) REGUALAR MEDICAL AUDITS ARE CONDUCTED	1
	Diagnostic Services In house (8) (respond either to first 8 items or alternatively next 2 shaded) In any case maximum score should not exceed 8.	8
	Haematology	1
	Biochemistry	1
	Microbiology	1
IX	Histopathology	1
	Serology	1
	Blood Storage Facility /Registered Blood Bank	1
	CT Scan	1
	MRI	1
	Diagnostic Services Outsourced	5
	Diagnostic Services Outsourced to NABL accredited facilities	8
	Availability of Ambulance facilities (3)	3
	In house ALS	3
X	In-house: BLS	2
	Outsourced	1
	No ambulance	0
	Hospital Infection Control measures (3)	3
XI	HEPA Filters and Air Exchanges	2
	Availabilty of Infection Control Protocols	1
	Hospital Information System and Medical Records Dept (3)	3
3711	Reporting under Medical Certification of Cause of Death (MCCD)	1
XII	(41 for Govt & 41A for Pvt Hospitals) Use of ICD 10	1
	Laennec RT (a free online dictionary with pronunciation,)	1
	Accreditation (3)	
	NABH/JCI Accreditation	3
XIII	ISO Certification	3 2
AIII	IPHS Certification	1
	No Accreditation	0
	Bio Medical Waste Disposal System (2)	2
	Common Treatment Disposal Facility	2
XIV	In House	1
	No Facility	0
	110 Facility	U

3. Process Flow







III. HOSPITAL EMPANELMENT APPLICATION FOR RGJAY

This section explains the online application for empanelment of hospitals and online submission of hospital information. It also explains how the processing is done with regard to hospital empanelment and hospital monitoring thereafter.

1. PROCEDURE

The procedure for empanelment is given as under:

1.1. Applicable for Hospital Authorities

a. Empanelment is an online activity. The Hospital visits the website:

http://www.jeevandayee.gov.in

Note: Hospitals fulfilling the criteria applies online. No other form of application would be accepted.

- b. The Hospital authorities read the instructions and guidelines carefully.
- c. The hospital has to click on fresh application under "Online Hospital Empanelment request" in the RGJAY portal.
- d. The online Empanelment form consists of various interfaces as mentioned below. This module is designed to collect all the possible relevant information from the provider about their expertise, infrastructure and facilities.

Module is divided into 5 interfaces which are:

- Hospital Basic Information
- Expertise and Infrastructure
- Diagnostic and Facilities
- Specialty and Medical Services
- Documents, Declaration and submission of Applications

2. ONLINE APPLICATION

2.1. Hospital Basic Information Section

The following are the information required under the section

- Hospital Information
- Details of Hospital Premises
- Bank Account details & cancelled cheque
- Income Tax, PAN Card details and Service Tax details
- Details of functionaries(MCO& MCCO) proposed/identified for RGJAY
- Other services
- Past performance
- Registration and Accreditation Details namely
 - Bombay Nursing Home registration
 - Ultrasound machine registration under PNDT act
 - Human Organ Transplant act registration details
 - Maharashtra Pollution control board certification
 - Accreditation certificate (JCI/NABH/ISO/IPHS)
 - Pharmacy Registration certificate

- Tax exemption certificate
- Service Tax Registration Certificate

The following provides the checklist of documents required for filling the hospital information section:

- Photograph of Hospital reception
- Photograph of hospital front view
- Cancelled Cheque
- Certificate from Bank for holding bank account
- Scanned copy of PAN Card
- Scanned copy of Service tax registration certificate
- MCI/MMC Registration certificate of MCO
- Degree Certificate of MCO
- Food & Pantry Tie up certificate in the letter head of hospital
- Ambulance Tie up certificate in the letter head of hospital
- Pharmacy Tie up certificate in the letter head of hospital
- Scanned copy of Bombay Nursing Home Registration certificate (Mandatory in case of private hospital)
- Scanned copy of Maharashtra Pollution Control Board Registration Certificate (Mandatory in case of private hospital)
- Scanned copy of Fire Safety Certificate (Optional)
- Scanned copy of registration certificate of ultrasound machine(Optional)
- Scanned copy of human organ transplant registration certificate(Optional)

2.2. Steps for Hospital Basic Information

STEP 1 – Go to <u>www.jeevandayee.gov.in</u> at address bar of the browser.

Screen shot I: View of Rajeev Gandhi Jeevandayee Arogya Yojana Home Page



Screen shot II: View of RGJAY Home page





Rajiv Gandhi Jeevandayee Arogya Yojana

ELIGIBILITY CRITERIA FOR EMPANELLMENT OF HOSPITALS



INTRODUCTION:

Government of Maharastra is implementing Rajiv Gandhi Jeevandayee Arogya Yojana Scheme throughout the State for treating serious ailments requiring hospitalization. The scheme provides financial protection to families living below poverly line up to Rs. 1.5 lakhs in a year. The objective of the scheme is to improve access of BPL families to quality medical care through an identified network of health care providers. A total of 975 (Surgical & Medical) procedures in identified specialties are covered under the schemes.

The identified Network Hospitals are required to implement all RGJAY schemes sponsored by Government of Maharastra.

In order to ensure that the service providers give quality medical care under the scheme certain minimum standards for the hospitals to be empanelled as defined below



A. REQUIREMENTS

I Definition

HOSPITAL / NURSING HOME: Means any functioning speciality hospital in Maharastra established for indoor medical care and treatment of disease and injuries and should be registered under Maharashtra Allopathic Medical Care Establishments Act and PNDT Act (Wherever Applicable)

'DOCTOR' - Qualified Allopathic Doctor recognized by Medical Council of India and registered with Maharastra Medical Council.



II Infrastructure and Expertise (General):

The hospital should have the following Expertise & Infrastructure as per guidelines:



Minimum 50 inpatient medical beds with adequate





The Hospital should not exclude any other specialty service deliberately from the scheme in spite of having such facility and agrees to empanel for all the specialties for which adequate infrastructure is available. If it is found the hospital is taking only non-RGJAY for select specialities and discouraging admission to RGJAY beneficiaries the empanelment of the hospital is liable to be terminated.



The Hospital should intimate the Society/Insurer prior to the commencement of renovations to be undertaken in the Hospital and declares that the renovations works shall be taken up without interrupting medical services to the patients.



The newly empanelled hospitals shall submit MOUs for all the phases and all the schemes proposed by RGJAY Society.



Any dispute arising of Empanelment Registration will be subject to arbitration as per Arbitration Act and subject to the jurisdiction of Maharashtra courts only

Note: Any false information submitted by the hospital in online application for empanelment. It will be viewed seriously and such applications v be Rejected. It may also be noted that the above are minimum indicative requirements and the hospital shall also provide or establish off requirements as per the indications/directions of the Society



Signed up application Cancel

2012. Rajiv Gandhi Jeevanday

Click on Fresh application

Screen shot IV: View of RGJAY Application For Empanelment

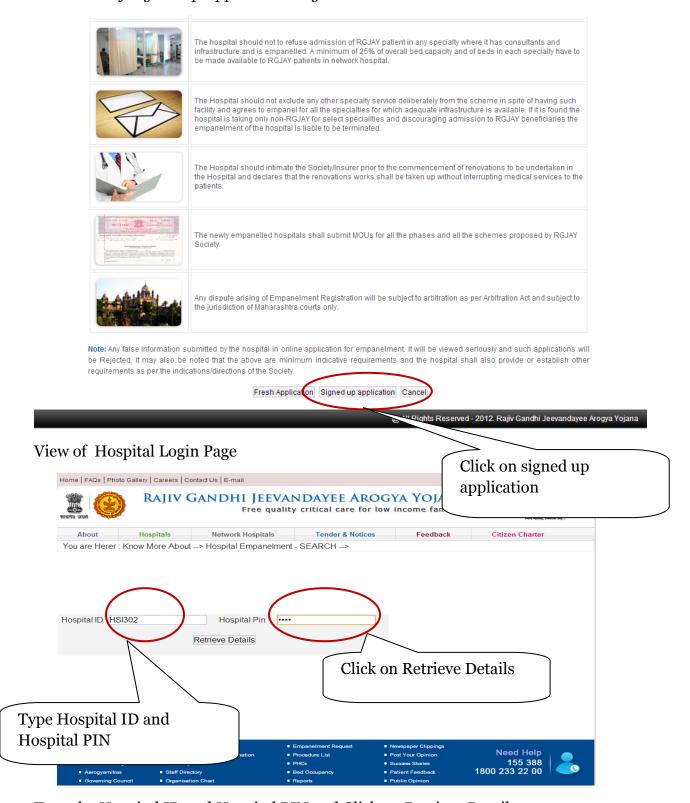


This interface is designed to collect basic information such as Name/Address/Contact details about the provider and generate the application number to track the empanelment status.

On clicking Save button, the application will provide the hospital reference number/hospital id along with PIN number. The hospital have to note the details for future so that the hospital can access the filled in application through 'signed up application' tab as shown in screen shot III. The Hospital can fill up the incomplete form later by retrieving the data, by typing Hospital reference number and Hospital Pin.

For example, the pop up appears as "Please Note the Hospital Reference number (ex HSI 302) and Hospital pin number (ex: 7818) for future reference". The Hospital can close the session and later continue it.

Note: Do SAVE the details before the user close the session.



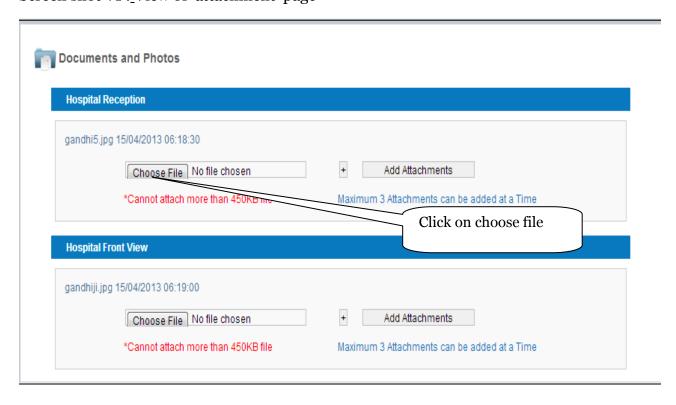
Type the Hospital ID and Hospital PIN and Click on Retrieve Details.

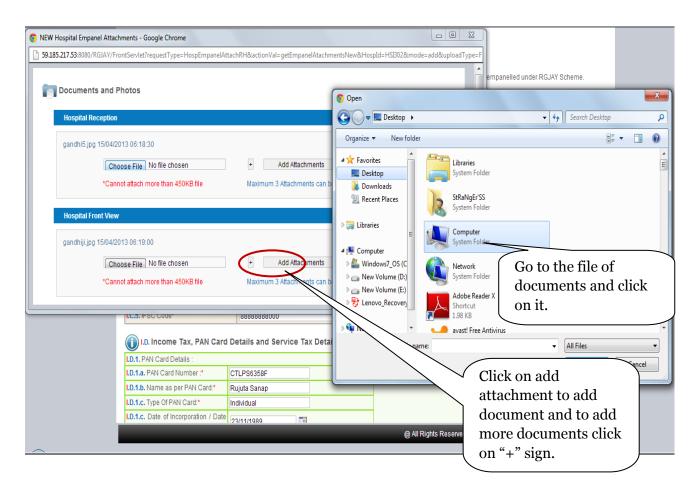
Note: Once the hospital applies for Empanelment by clicking on Fresh Application and for the next time when the same hospital try to click on Fresh Application and Fill the Hospital information then the system will not allow and pop-up will be displayed as "Hospital is already signed up. Please use same hospital reference number to update the details. Contact RGJAY Empanelment department for further clarifications"

Also, kindly note that fields marked as * are mandatory, without which application may not get submitted.

<u>STEP 5 -</u> Fill up the details according to subsequent sections and add the attachments Screen shot V: View of Application Form

	А	F PPLICATION I	RGJAY FOR EM	PANELMENT				
I/We the owner(s)/Superintendent/CE * Marked fields are mandatory Vie	O/MD/Chairman of the hos w Department Wise Bed Sti	-	it hospital in	formation and applicati	on for gett	ing empane	elled under RGJAY Scher	ne.
Hospital Basic Information	Expertise & Infrastructure	Diagnos	itic & Faciliti	es S pecia	lity & Medi	cal Services	Documents, Declars Submission of Appl	
I.B. Details of Hospital Pr	emises							A
I.B.1. Hospital Building			6e					
I.B.2. Total Area in Sq.Yards		8		I.B.3. Construction Area in Sq.Yards		8		
I.B.4. No. of Blocks		8						
I.B.5.Hospital FrontView and Reception	on Attachments*	Add Attachment						
I.B.6.Lift Provison		Yes	•	I.B.7.Ramp			on add attach photo of Hosp	
			Save			ception	n and Hospital	
(C. Bank Account Details								
I.C.1.Name of the Bank Account*	RKS Account			I.C.2. Account Numb	oer*	8888888	888	
I.C.3. Bank Name*				I.C.4. Branch Name	wardha branch			
I.C.5. IFSC Code*			Bank Attachmer s*	Add Attac	chment			
							2.Click on add and add Scan certificate of E cancelled chec	ned copy Bank and





<u>STEP 6</u>: Fill the Income tax, Pan card Details and Service Tax Details

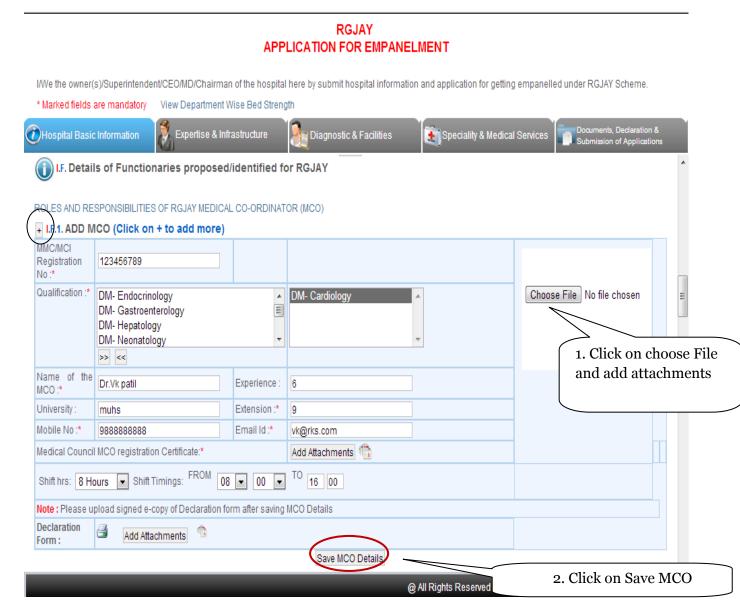
Screen shot VII: View of Section D and E on Application page

		RGJAY FOR EMPANELMENT	
I/We the owner(s)/Superintendent/CE	O/MD/Chairman of the hospital here by subm	it hospital information and application for getting empanelled under RGJAY S	Scheme.
	w Department Wise Bed Strength		
Hospital Basic Information	Expertise & Infrastructure Diagno	stic & Facilities Speciality & Medical Services Documents, Documents	Declaration & f Applications
I.D. Income Tax, PAN Card	Details and Service Tax Details		
.D.1. PAN Card Details .	CTLPS6358F		
.D.1.b. Name as per PAN Card:*	Rujuta Sanap		
I.D.1.c. Type Of PAN Card:*	Individual		
I.D.1.c. Date of Incorporation / Date of Birth:*	23/11/1989		
I.D.1.e. PAN Card:*	Add Attachment (1)		
I.D.2. Income Tax Details :*	I.D.2.a. Exempted At NIL Rate I.D.2.b No	Exempted I.D.2.c. Exempted At Lower Rate	
I.D.2.a.2.Exemption Amount :*	0		
.D.2.a.3.Certificate Issue Date :*	09/04/2011	I.D.2.a.4.Certificate Issuing Authority:*	•
. D.2.a.5. PAN Card Reference Number*	CTLP6352F	I.D.2.a.6. Exemption Issued Date:* 09/05/2011	
.D.2.a.7. Exemption From Date*	09/05/2011	I.D.2.a.8. Exemption To Date:* 18/05/2011	
.D.2.a.9. Exemption Remarks:*	test	Add Attachment (1)	
I.E. Service Tax Registration Number:*	CTLPS6358FED123		
	Add Attachment 👘		

Fill the details and add the required attachments as shown in Screen shot VI.

STEP 7: Fill the details of functionaries proposed or identified by RGJAY

Screen Shot VIII: View of section F on Application Page

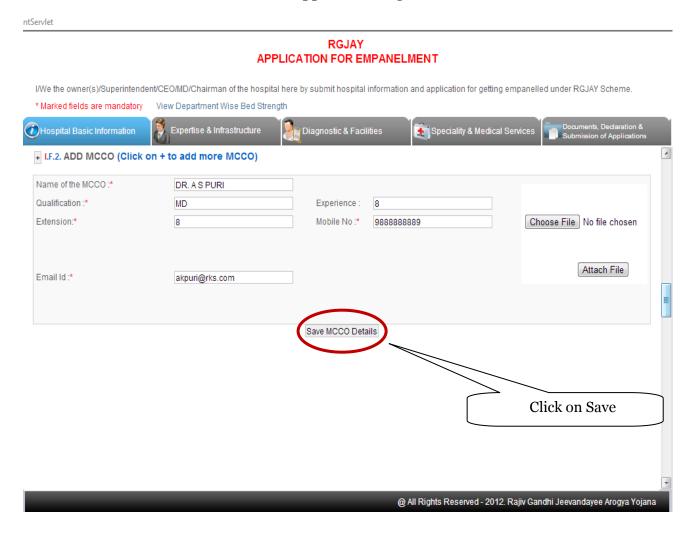


Fill the details and add the attachments as shown in screen shot VI. Save the details .The user can fill up incomplete form later by retrieving the data, by typing Hospital reference number and Hospital Pin.

The hospital shall allocate MCO for 24 hours, for which the hospital can use the "+" button to add sections.

STEP 8: Fill the details of MCCO and save it.

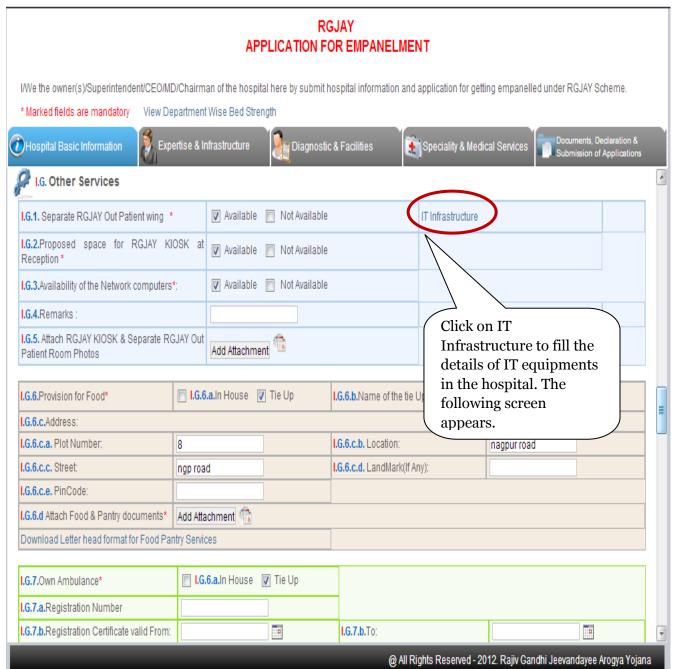
Screen Shot IX: View of section F2 on Application Page



STEP 9: Fill the details of other services and save it.

Screen Shot X a & b: View of section G on Application Page

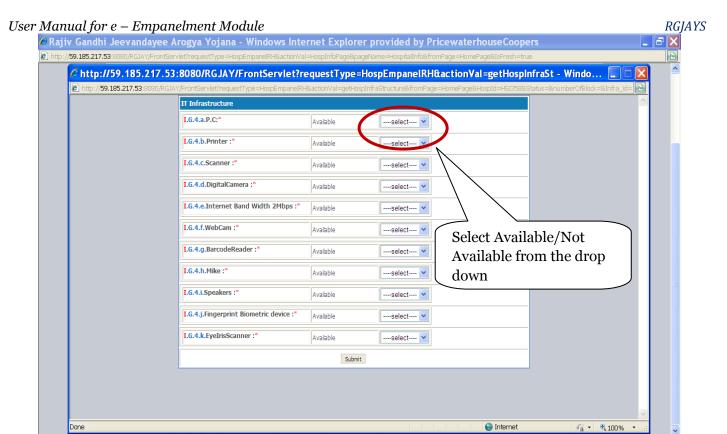
ontServlet



RGJAY APPLICATION FOR EMPANELMENT

I/We the owner(s)/Superintendent/CEO/MD/Chairman of the hospital here by submit hospital information and application for getting empanelled under RGJAY Scheme. * Marked fields are mandatory View Department Wise Bed Strength Documents, Declaration & Submission of Applications 🚹 Speciality & Medical Services (1) Hospital Basic Information Expertise & Infrastructure Diagnostic & Facilities I.G.7.Own Ambulance* I.G.6.a.In House Tie Up I.G.7.a.Registration Number • I.G.7.b.To: I.G.7.b.Registration Certificate valid From: I.G.7.c.Remarks I.G.7.dAttach Ambulance TieUP Certificate Add Attachment 👘 I.G.6.a.In House Tie Up I.G.8.Pharmacy Details: I.G.8.a. Name of the Pharmacy* rks medicals I.G.8.b.Pharmacy Registration number I.G.8.c.Registration Validity Period: From: To: п I.G.8.d.Telephone Number I.G.8.e.Pharmacist Name I.G.8.f.Round the clock Pharmacy Available I.J. PAST PERFORMANCE Number of cases handled by this Hospital in last 3 years Overall % of Bed occupancy Specialty Speciality wise 2010 2011 2012 8 I.J.1 S1 - General Surgery 8 8

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🗃 RGJAY User Man... 🌈 Rajiv Gandhi Jee.

Internet

STEP 10: Fill the details of Past Performances and save it.

Screen Shot XI: View of section J on Application Page

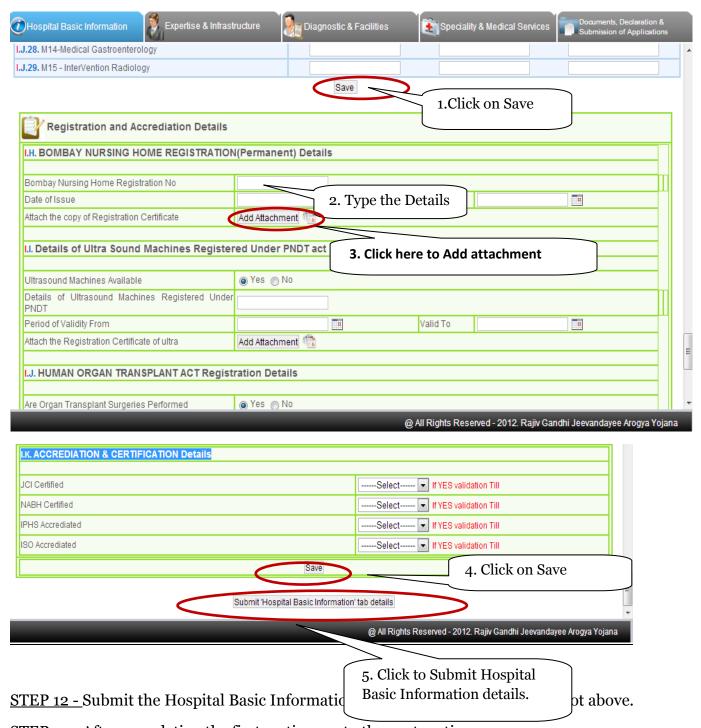
🐉 start 🧪 🥯 😚 🏉 🤲 📦 Mail - Inbox - IB... 🕒 EMPT UAT

RGJAY APPLICATION FOR EMPANELMENT I/We the owner(s)/Superintendent/CEO/IMD/Chairman of the hospital here by submit hospital information and application for getting empanelled under RGJAY Scheme. * Marked fields are mandatory View Department Wise Bed Strength Expertise & Infrastructure 🚹 Speciality & Medical Services (1) Hospital Basic Information Diagnostic & Facilities 冯 I.J. PAST PERFORMANCE Number of cases handled by this Hospital in last 3 years Overall % of Bed occupancy Specialty Speciality wise 2010 2011 2012 I.J.1 S1 - General Surgery 8 8 8 I.J.2. S2 - ENT I.J.3. S3 - Opthamology I.J.4. S4 - Gynacology&Obstetrics I.J.5. S5 - Orthopaedics I.J.6. S6 - Surgical Gastroenterology I.J.7. S7 - Cardio Thorasic surgery I.J.8. S8 - Pediatric Surgery I.J.9. S9 - Genito Urinary surgery I.J.10. S10 - Neuro surgery I.J.11. S11 - Surgical Oncology I.J.12. S12 - Plastic Surgery I.J.13. S13 - Burns I.J.14. S14 - Polytrauma I.J.15. S15 - Prostheses I.J.16. M1 - Medical Oncology

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STEP 11- Fill up the Registration and Accreditation Details

Screen shot XII: View of Registration and Accreditation Page in Tab 1



<u>STEP 13</u> - After completing the first section, go to the next section.

2.3. Expertise & Infrastructure

Expertise and Infrastructure information has to be filled in detailed as the information filled regarding doctors and infrastructure will then be auto generated when department wise data will be asked to fill.

Under expertise, the following are the information required

- Specialist Doctors details
- Duty Doctors details
- Anaesthetist details
- Paramedical Staff details
- Diagnostic doctor details

The following provides the checklist of documents required for filling the expertise & Infrastructure section:

- Copy of MCI/MMC registration certificate of all doctors/paramedical staff
- Copy of Qualification Certificate of all Doctors/Paramedical staff

Under Infrastructure, the details to be filled are explained later

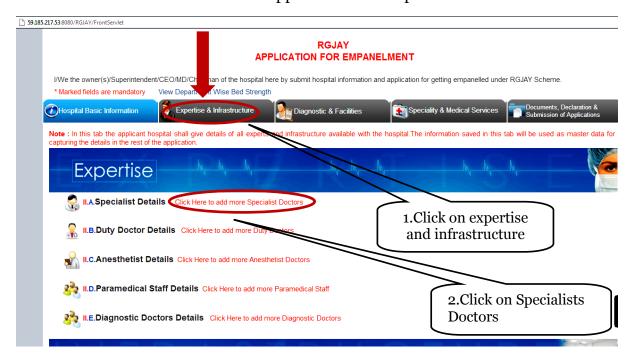
2.4. Steps for Expertise and Infrastructure

Expertise

The details of II.A. Specialists Doctor Details, II.B. Duty Doctor Details, II.C. Anesthetist Details, II.D. Paramedical Staff Details, II.E. Diagnostic Doctor Details are to be filled as shown in the screen shots.

STEP 1 - II.A. Specialists Doctor Details

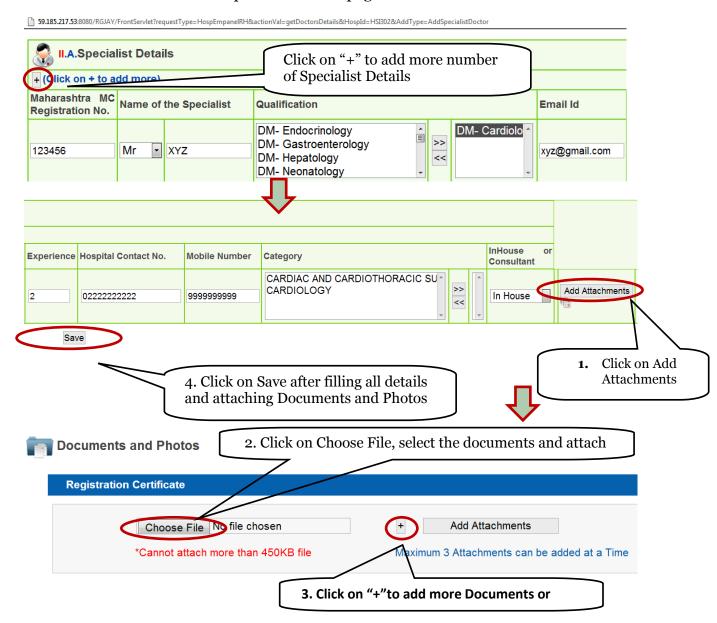
SCREEN SHOT I: View of Tab 2 of application For Empanelment



Fill in the Specialist Details which include Maharashtra MC Registration No, Name of the Specialist, Qualification, Email Id, Experience, Hospital Contact No, Mobile Number, Category, In-house or Consultant, Add attachments and then "Click on SAVE". The copy of

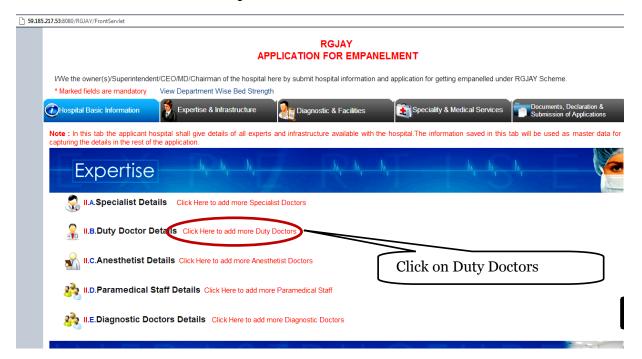
MMC registration certificate & the qualification certificate are mandatory. The hospital has to ensure that the details of doctor provided will have an effect on grading.

SCREEN SHOT II: View of Specialist details page in Tab 2

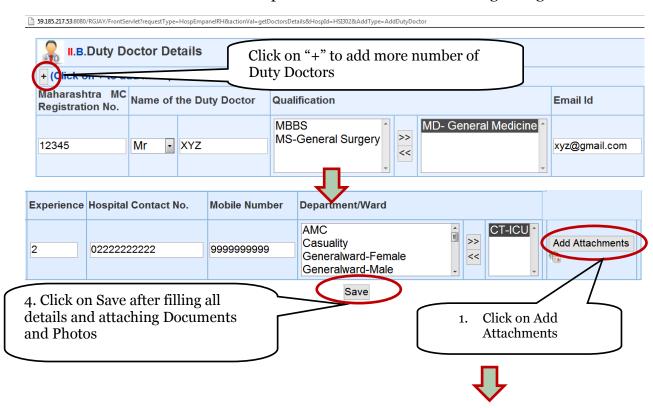


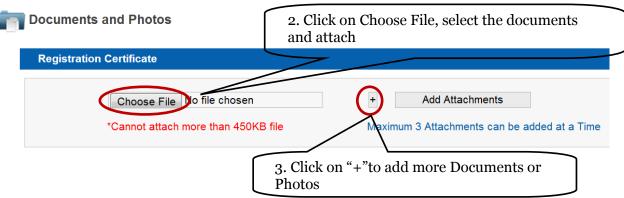
STEP 2 - II.B. Duty Doctor Details

SCREEN SHOT III: View of Expertise Section II.B in Tab 2



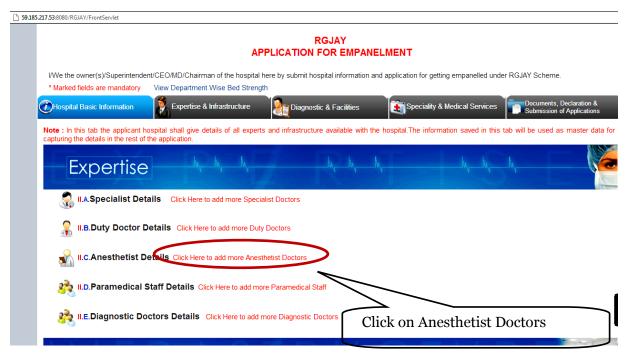
Fill in the details of the Duty Doctor Details which include Maharashtra MC Registration No, Name of the Duty Doctor, Qualification, Email Id, Experience, Hospital Contact No, Mobile No, Department or Ward, Add Attachments and then "Click on Save". The copy of MMC registration certificate & the qualification certificate are mandatory. The hospital has to ensure that the details of doctor provided will have an effect on grading.





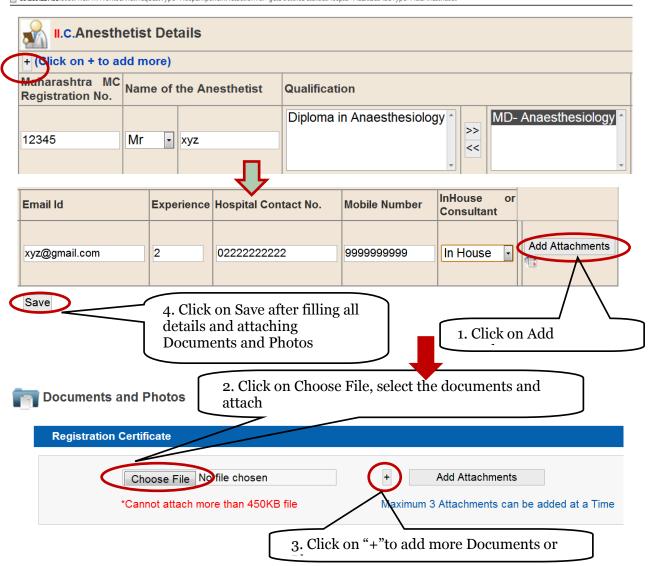
STEP 3 - II.C. Anesthetist Details

SCREEN SHOT IV a, b & c: View of Section II.C in Tab 2 of Application Form



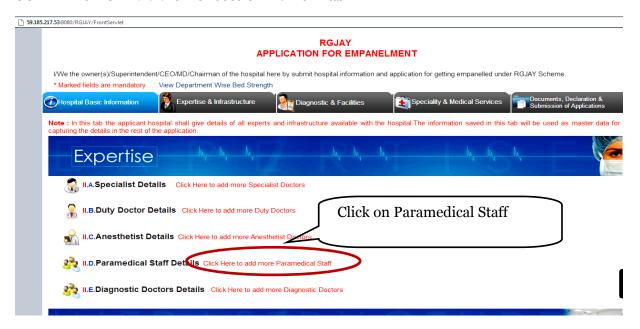
Fill in the details of Anaesthetist which include Maharashtra MC Registration No, Name of the Anaesthetist, Qualification, Email Id, Experience, Hospital Contact No, Mobile Number, In-House or Consultant, Add Attachments and then "Click SAVE". The copy of MMC registration certificate & the qualification certificate are mandatory. The hospital has to ensure that the details of doctor provided will have an effect on grading.

59.185.217.53:8080/RGJAY/FrontServlet?requestType=HospEmpanelRH&actionVal=getDoctorsDetails&HospId=HSi302&AddType=AddAnesthetist

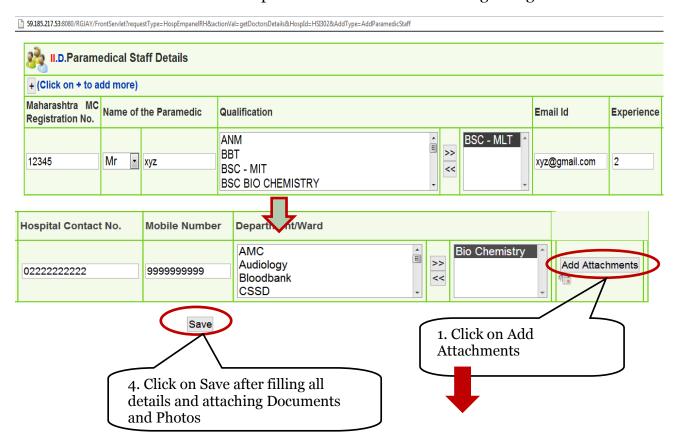


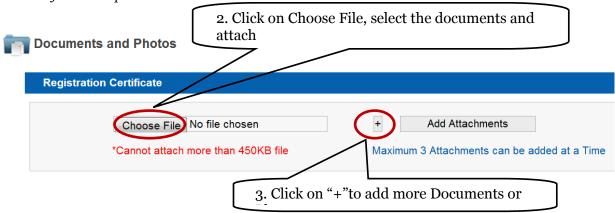
STEP 4 - II.D.Paramedical Staff Details

SCREEN SHOT V: View of section II.D of Tab 2



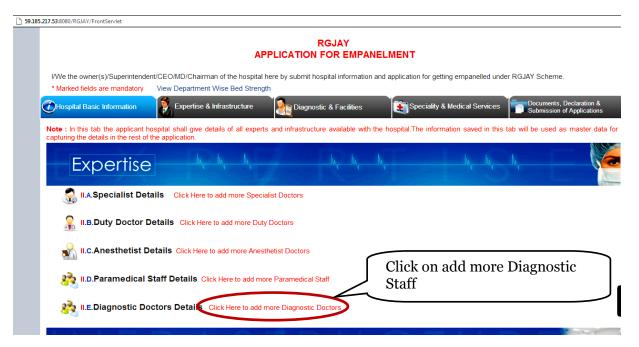
Fill in the details of Paramedical Staff which include Maharashtra MC Registration No, Name of the Paramedic, Qualification, Email Id, Experience, Hospital Contact No, Mobile Number, In-House or Consultant, Add Attachments and then "Click SAVE". The copy of MMC registration certificate & the qualification certificate are mandatory. The hospital has to ensure that the details of doctor provided will have an effect on grading.



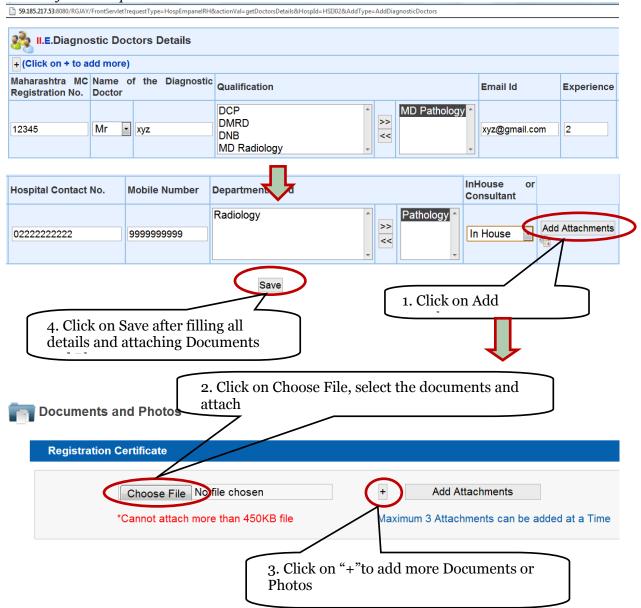


STEP 5 - II.E. Diagnostic Doctor Details

SCREEN SHOT VI: View of section II.E in Tab 2

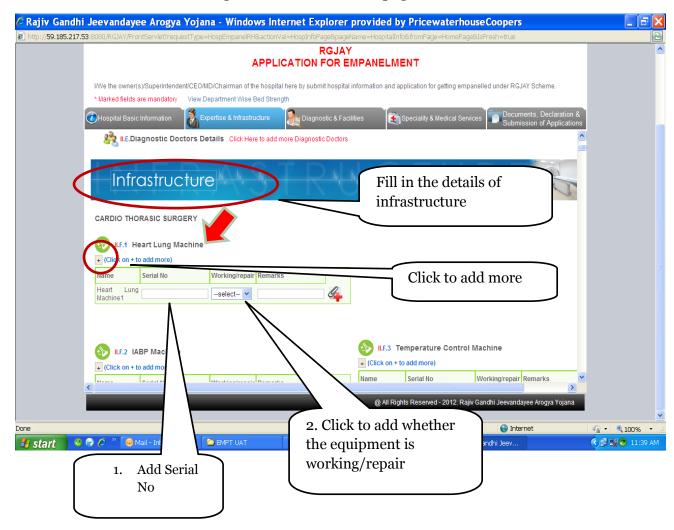


Fill in the details of Paramedical Staff which include Maharashtra MC Registration No, Name of the Diagnostic Doctor, Qualification, Email Id, Experience, Hospital Contact No, Mobile Number, Department/Ward, In-House or Consultant, Add Attachments and then "Click on SAVE". The copy of MMC registration certificate & the qualification certificate are mandatory. The hospital has to ensure that the details of doctor provided will have an effect on grading.



STEP 6 - GENERAL INFRASTRUCTURE

SCREEN SHOT VII: View of general Infrastructure page of Tab 2



User Manual for e – Empanelment Module

STEP 7 - Fill in the details from II.F.2 - IIF.82 under various categories as displayed in the table below as shown in the SCREEN SHOT VII

INFRASTRUCTURE			
General Infrastructure It includes from II.F.1-II.F.30	II.F.2 Pulse Oxymeter, II.F.3 Ventilators, II.F.4 Defibrillator, II.F.5 ECG, II.F.6 Infusion Pumps, II.F.7 Syringe Pumps, II.F.7 Syringe Pumps, II.F.8 ABG Machine, II.F.9 Glucometer, II.F.10 OT Lights(Ceiling/Mobile), II.F.11 Operating Table(Hydraulic), II.F.12 Bipolar, II.F.13 Boyles Apparatus, II.F.14 Autoclave-Horizontal, II.F.15 Autoclave-Vertical, II.F.16 Bi Laminar Air Flow,		
Cardiology	II.F.17 DSA(Digital Subtraction Angiography), II.F.18 Benair Micro motor, II.F.19 Cath lab, II.F.20 A V Therapy Unit, II.F.26 2D ECHO, II.F.29 Cardiac Monitor, II.F.30 Cath Machine		
Cardio Thoracic Surgery It includes from II.F.31-II.F.37	II.F.31 ACT Machine(Activated Coagulation Time), II.F.32 TMT(Tread Mill Test), II.F.33 Temperature Control Machine, II.F.34 IABP Machine, II.F.35 Heart Lung Machine, II.F.36 USG(Ultra Sonography),		
ENT It includes from II.F.38-II.F.39	II.F.38 Audiometry Facility, II.F.39 Doppler, II.F.21 Skeeter drill for cochleostomy, II.F.22 Facial nerve monitor, II.F.23 Micro ear surgery instruments, II.F.27 Oto-Acoustic emissollion audiometer, II.F.28 Impedence audiometer, II.F.37 Pure Tone Audiometer		
ENT, Ophthalmology and Neurosurgery It includes II.F.40	II.F.40 Operating Microscope		
Gastroenterology It includes from II.F.41-43	II.F.41 ERCP facility, II.F.42 Colonoscopy, II.F.43 Upper GI Scope		

r <u>Manual for e – Empanelment Modu</u>			
Gynecology and Obstetrics It includes from II.F. 44 - II.F. 48	II.F.44 Delivery Table, II.F.45 Fetal Monitor, II.F.46 CTG Machine, II.F.47 Scope, II.F.48 Carbon dioxide Insufflators		
Laproscopic Equipment It includes from II.F.49 – II.F. 52	II.F.49 Monitor, II.F.50 Harmonic Scalpel, II.F.51 Light Source, II.F.52 ENMG		
Neurology It includes II.F.53	II.F.53 EEG		
Ophthalmology It includes II.F.54	II.F.54 Optometry Facility, Refraction, Fundoscopy		
Orthopedics It includes from II.F.55 – II.F.57	II.F.55 Arthoscope, II.F.56 Power Drill, II.F.57 Radiant Warmers		
Pediatrics It includes from II.F.58 – II.F. 59	II.F.58 Phototherapy Units, II.F.59 Pediatric Ventilators		
Physiotherapy It includes from II.F.60 – II.F.65	II.F.60 U.S.Therapy, II.F.61 Tens, Traction Unit, II.F.62 Wax Therapy, II.F.63 Cryo Therapy, II.F.64 Electro Therapy-S.W.D/ I.F.T, II.F.65 Deep Freezer		
Plastic Surgery It includes from II.F.66 – II.F.67	II.F.66 Skin Grafting Machine, II.F.67 Skin Cutters		
Pulmonology It includes from II.F.68 – II.F. 70	II.F.68 Broncoscopy, II.F.69 Spirometry, II.F.70 Brachytherapy(Low Dose)		
Radiation Oncology It includes from II.F.71 – II.F. 77	II.F.71 Brachytherapy(High Dose), II.F.72 Linear Accelerator, II.F.73 Cobalt, II.F.74 Ureteroscope, II.F.75 Cystoscope, II.F.76 Resectoscope with working element,		

r <u>Мапиа</u> і Jor e – Етрапеітепі Моаи		
	II.F.77 Nephroscope	
Urology	II.F.78 Urethrotome	Sheath,
Equipments	II.F.79 Lithoplast,	II.F.80 ESWL
	(optional) Tie up allowed	
It includes from	_	
II.F.78 – II.F.		
Urology, Orthopedic	II.F.81 C-Arm	
and Neurosurgery	II.I'.01 C-AIIII	
and Neurosurgery		
It includes II.F.81		
Nephrology	II.F.82 Dialysis Machine	
It includes II.F.82		
It includes II.F.02		

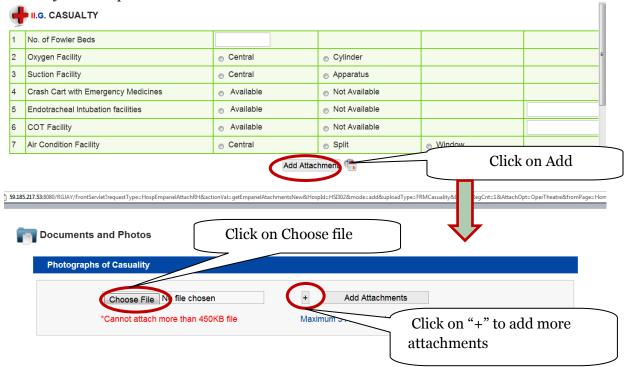
After filling the details from II.F.1 to II.F.82 "Click on SAVE"

STEP 8 - Fill in the details of Add Casualty, Add Acute Medical Care, Add Intensive Care Unit, Add Post-Operative Ward, Add Step Down, Add Operation Theatre, II.M.CT ICU, II.N.PICU, II.O.PICU, II.P.Neuro ICU, II.Q.Burns Ward, II.R.ICCU, II.S.RICU as shown in the SCREEN SHOT below

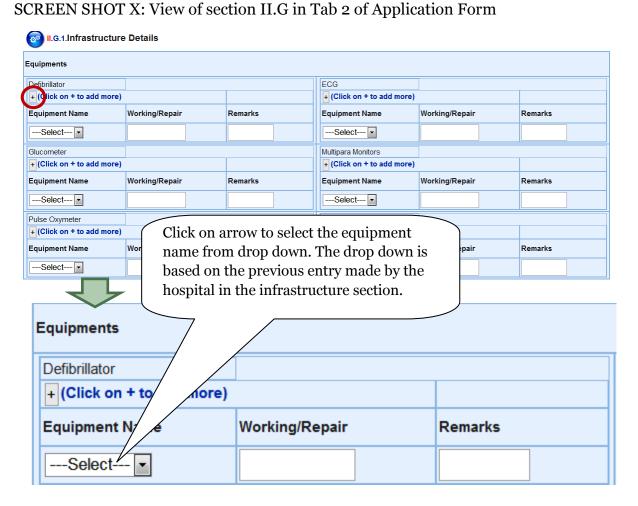
Add Casualty - SCREEN SHOT IX : View of Other details in Tab 2 of Application Form



<u>STEP 9 - Fill all the details which includes No. of Fowler beds, Oxygen Facility, Suction Facility, Crash Cart with Emergency Medicines, Nursing Station, AIR Condition Facility</u>

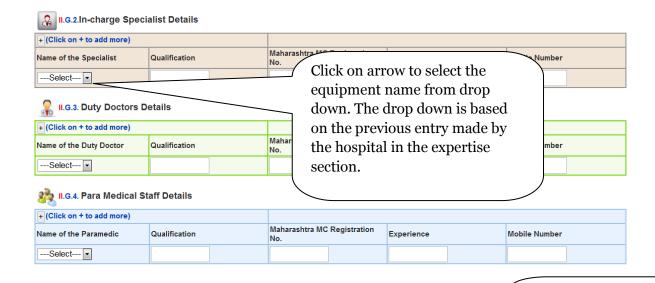


STEP 10 - After attaching the documents fill in the infrastructure details



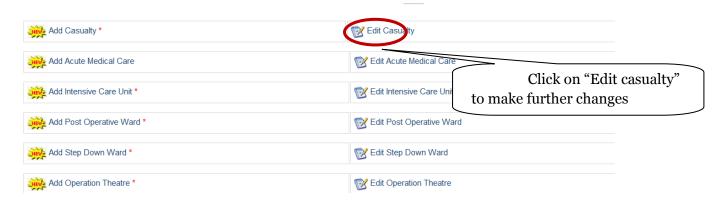
Click on "Save" after

filling all data



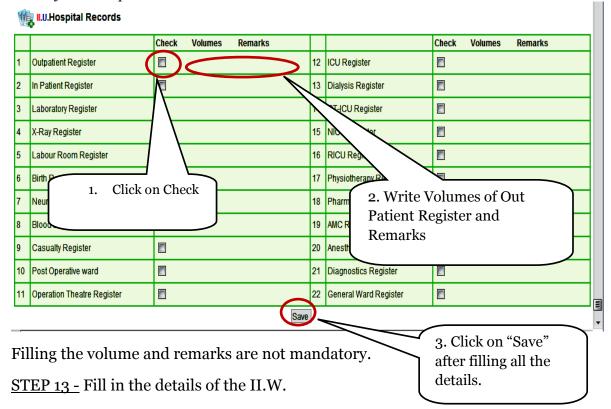
STEP 11 - If the changes are to be made in Add casualty then click on

SCREEN SHOT XII: View of Tab 2 in Application Forms ending Part

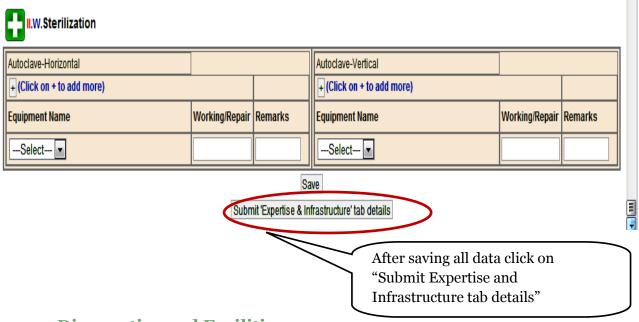


STEP 12 - II. Hospital Records

Fill in the details hospital records as shown in the screen shot SCREEN SHOT XIII: View of Section II.U. in Tab 2 of Application Form



SCREEN SHOT XIV: View of section II.W of Tab 2 in Application Form



2.5. Diagnostics and Facilities

Under Diagnostics and Facilities, the following details are required.

- Basic Diagnostics Facilities
- Diagnostics Doctor details
- Para Medical Staff details
- Tie Up details
- Advanced Diagnostics facilities & paramedical staff details
- Blood Bank Details
- Physiotherapy & Therapist details

- Pharmacist Details
- Facilities

The following provides the checklist of documents required for filling the Diagnostics & Facilities section:

- Pathology Tie up certificate in letter head of hospital
- Physiotherapist Registration certificate & Degree certificate

2.6. Steps For Diagnostics and Facilities

Follow the steps for the Tab 3 Details completion

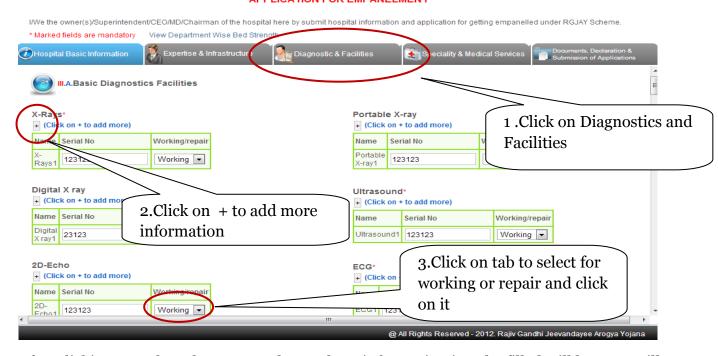
Once Basic Information of the Tab 2, EXPERTISE AND INFRASTRUCTURE are saved successfully, the popup message will come as "Please Note the Hospital Reference number (ex HSI 302) and Hospital pin number (ex: 7818) for future reference", which is as shown in Screen shot I. The hospital can close the session and later continue it.

Note: Do SAVE the details before the user close the session.

STEP 1 - Click on Diagnostics and Facilities

To fill up the details of Diagnostics and Facilities Click on the Tab 3 of RGJAY Application for Empanelment page.

SCREEN SHOT I: View of TAB 3 on RGJAY Application for empanelment Page RGJAY
APPLICATION FOR EMPANELMENT



After clicking on Tab 3, the page as above where information is to be filled will be seen. Fill up the details in Section III.A Basic Diagnostics Facilities. Type Hospital Diagnostic equipments details in X-Rays, Digital X-Rays, 2D- Echo, Portable X-ray, Ultrasound, ECG, etc. If the serial number of equipment is not known then kindly mark Defibrillator- 1, Defibrillator- 2 etc. The data which will be filled in expertise and infrastructure will be automatically auto generated when department wise data will be filled.

NOTE: Field marked with stars (*) are mandatory and the user cannot proceed further unless the user complete them.

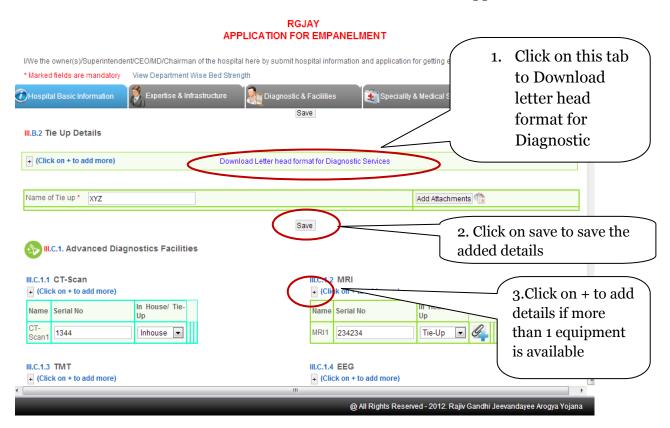
The hospital may select the category "working" or "repair". After filling the details, save it. In a similar way biochemistry section, microbiology section, pathology section, etc need to be filled.

STEP 2: Select the name of pathologist , Qualification, Registration number ,experience, mobile number of the Diagnostic Doctor, etc from the drop down. Click on "+" to add details of more diagnostic doctors. Similarly Fill up the details for Radiologist and other Diagnostic Doctors.

STEP 3 - Fill up the details of Para Medical Staff for Diagnostics in Section III B. 1 in a similar way. Type the details of Para medical Staff , name, qualification, experience, mobile number. Click on "save "to save the added data.

STEP 4 - Fill up the Tie Up details in Section III B. 2 and Advanced Diagnostic Facilities details in section III C .1

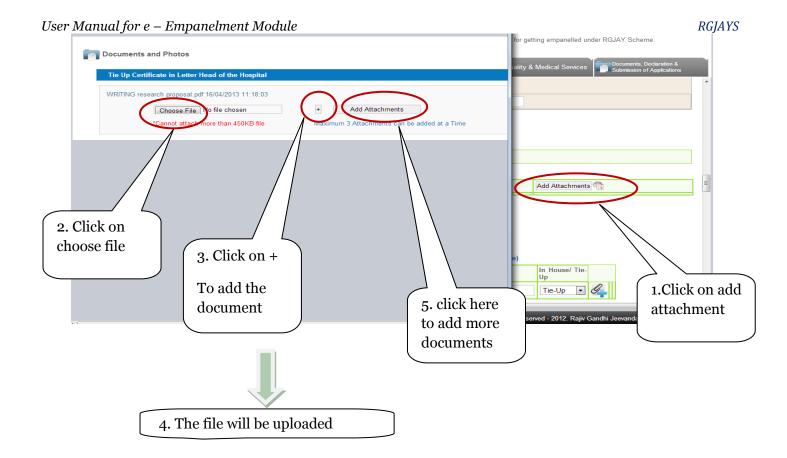
SCREEN SHOT II: View of Section III B.2 and III C.1 in RGJAY Application Form.



Click on Tab below save, to download letter head format for diagnostic services. Type the name of Tie up Services. Similarly, Fill up the details of section III C.1 Advanced Diagnostics Facilities. Type the serial no. as per the Hospital equipment .Also, click on the tab and select "In house" or "Tie up" option as appropriate to the hospital. Click on "+" to add details if more than one equipment is available.

<u>STEP 5</u> – Click on add attachment to attach the copy of scanned document.

SCREEN SHOT III: View of Section III B.2 in RGJAY Application Form to add attachment.

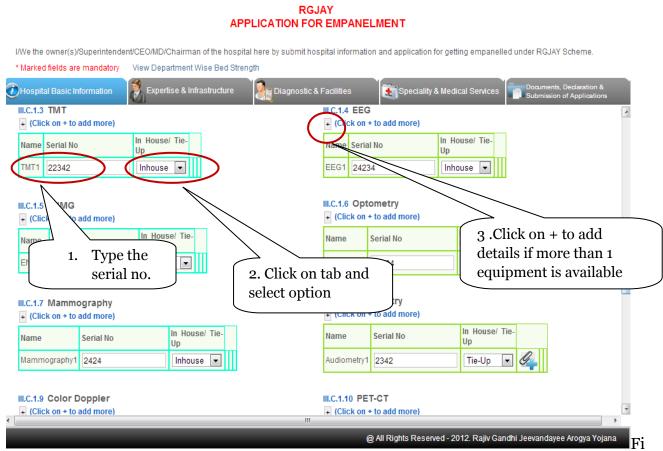


Click on add attachment. Go to choose file, select the scanned copy photo of the document from computer by browsing, and click on "+" to add document. The file will be uploaded. To add more documents, click on "add attachment "and select the required document in computer. Add it by clicking on "+".

Note: The User can add maximum three attachments at a time. The user cannot attach more than 450 KB file.



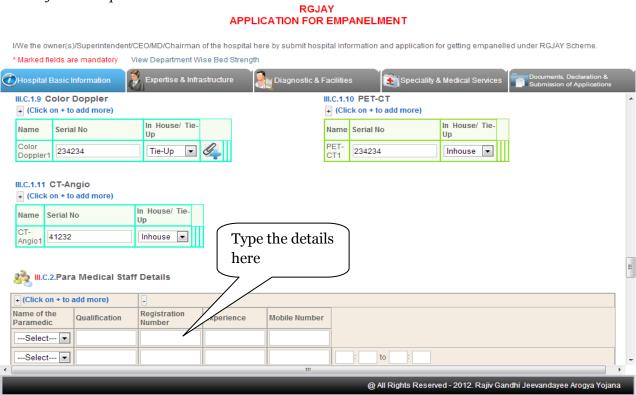
<u>STEP 6</u> - Fill up the other details in Section III C .Advanced Diagnostic Facilities SCREEN SHOT IV : View of Section III C in RGJAY Application Form.



ll up the details in Section III C. Type serial no. of TMT, EEG, ENMG, optometry, mammography, audiometry, color Doppler, PET-CT, CT Angio, etc as per the Hospital Equipment in the space provided. Select appropriate option as "inhouse" or "tie-up". Click on '+'to add details if there are more than one equipments. Save the details.

STEP 7 - Fill up the details of Paramedical staff for Advanced Diagnostic Facilities

S CREEN SHOT V: View of Section III C.1 in RGJAY Application Form.

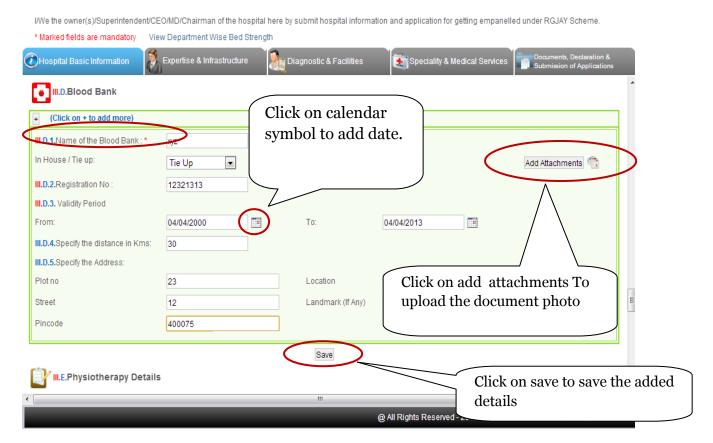


Select the name of Paramedical staff by clicking on V tab and Type the details of qualification ,registration number, Experience and mobile number.

Click on '+' to add details in case of more than one paramedical staff is available.

SCREEN SHOT VI: View of Section III D in RGJAY Application Fom

RGJAY APPLICATION FOR EMPANELMENT



Type the details of Blood Bank. Type the name in space provided. Click on tab to select "Tie-up" or "In house" option. Fill up remaining details that include Registration no., validity period, Distance of blood Bank from Hospital and address.

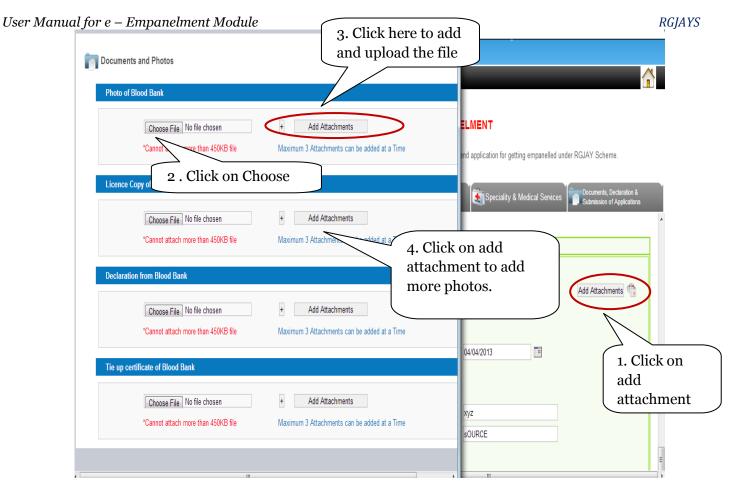
Click on add attachment and upload the Document.

To add the date in required places, click on calendar symbol , then select the date . It will appear in the space provided for date. Click on "+" to add other services details.

Click on "Save" to save the added details so that hospital can retrieve the data later on and without any data loss.

STEP 9 - Upload the Documents and Photos of Blood Bank

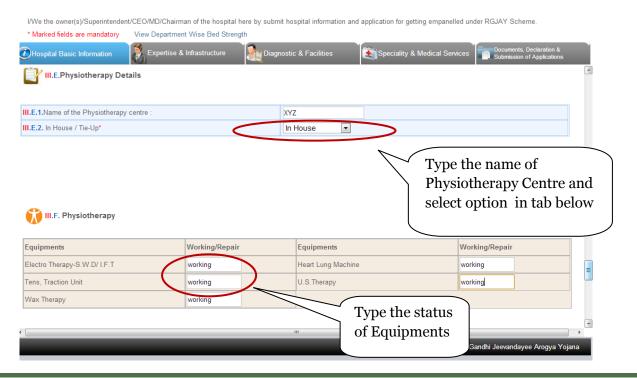
SCREEN SHOT VII: View of Attachment page in Section III D of RGJAY Application Form



Click on "Choose File", then browse the scanned copy of required document and photos, select them and click on 'open' in browser. The documents and photos will be uploaded. Then click on "+" tab, in case to add more documents/Photos. Maximum 3 attachments can be added at a time.

STEP 10 - Fill up the details of Physiotherapy Department

S CREEN SHOT VIII: View of Section III E in RGJAY Application Form



Fill up the details of physiotherapy centre. Type its name and click on tab to select suitable option. Mention whether it is In house or Tie-up. In section III.F, type the status of equipments at physiotherapy centre. Mention whether they are 'Working 'or under 'Repair'.

STEP 11 – Fill up the details of Physiotherapist in section III.F and Pharmacist in section III.G.

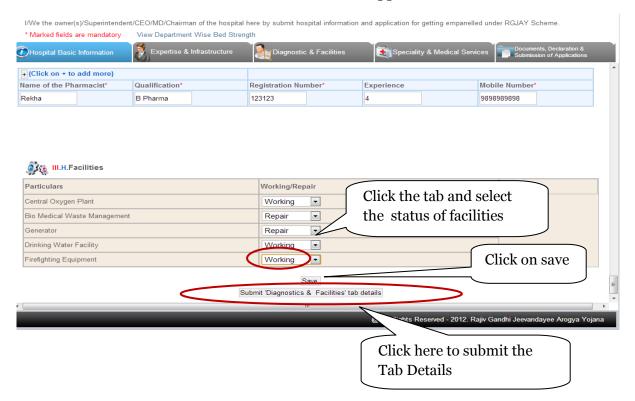
SCREEN SHOT IX: View of Section III.F and Section III.G



Type the Name of physiotherapist and Pharmacist, qualification, Maharashtra MC Registration no., Experience and mobile number. Click on "add attachment" to upload the photos. Click on "save" to save the data added.

STEP 12 - Fill up the details of Facilities in section III.H

SCREEN SHOT X: View of Section III.H in RGJAY Application Form



Select the tab and select the option suitable for Status of Facilities. Click on "save to save the data added.

<u>STEP 13</u> - Click on the tab "submit Diagnostics and Facilities Tab Details". A pop up message will appear that "the details are successfully updated". Proceed Further to next Section.

2.7. SPECIALITY AND MEDICAL SERVICES

Under the section, the Speciality that need to be empanelled need to be marked along with its details.

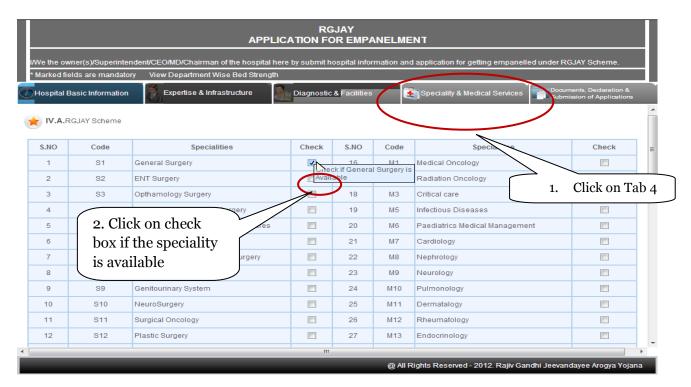
2.8. Steps for Speciality and Medical Services

Update the Speciality and medical services and Hospital Mandatory Approval Details. Follow the steps for the Tab 4 Details completion. The Hospital can retrieve the details by going to "signed up application" and then type the Hospital reference number and Hospital PIN.

<u>OR</u> the hospital may continue further, after saving the updated form and submitting the previous section in Tab 3 of the online empanelment form to RGJAY .

<u>STEP 1</u> – Click on Speciality and medical Services tab on RGJAY Application For Empanelment page.

SCREEN SHOT I: View of Speciality and medical services page in RGJAY Application Form



After clicking Tab 4, the hospital can see the "speciality and medical services page" of RGJAY Application Form for empanelment.

Every speciality has a check box. Click in the check box if the particular speciality is available.

✓ Mark will appear in the box which means the hospital have selected the option of specialty.

Fill up the other options accordingly as per the hospital services and specialities available. Click on "save" to save the added details.

STEP 2 - Fill up the details of "Speciality Services" in Sub Section IV.C

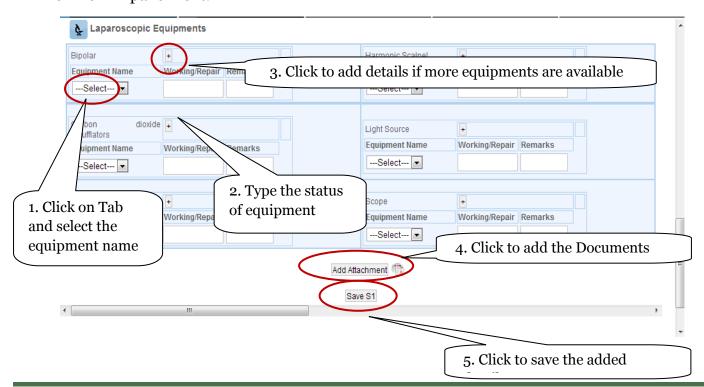
S CREEN SHOT II: View of sub section IV.C in RGJAY Application Form.



Fill up the details of the speciality available. Select the name of specialist and type the details of qualification, regn. no. of specialist, experience and mobile number. Click on "+" to add details if more than one specialist are available. The user can keep on adding the tabs by clicking "+" as per the number of specialists.

STEP 3 - Fill up the details of Equipment's in Sub Section IV.C

SCREEN SHOT III : View of sub section IV.C equipment details in RGJAY Application Form of Empanelment.

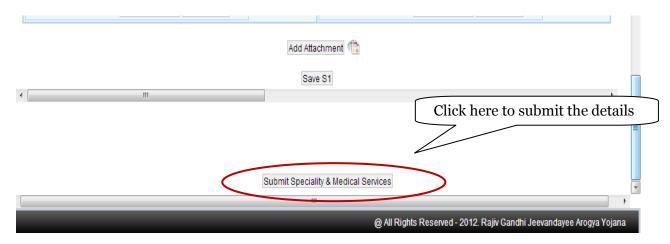


Fill up the details of equipments in the section. Click on tab to select the equipment name and type the status of equipment as "working" or "repair". If more equipments are available for that given speciality, then click " + " to add the new tab and fill up the details.

Click on "Add attachments" and browse the scanned copy/photo of the document. Click on it and then click on "Add attachment" tab. The document will be uploaded. In case to add more photo/ document, click on "+". Then return to page and click on "Save S1".

STEP 4 - Click on "Submit Speciality & Medical Services".

SCREEN SHOT IV: View of end part of Tab 4 in RGJAY Application Form.



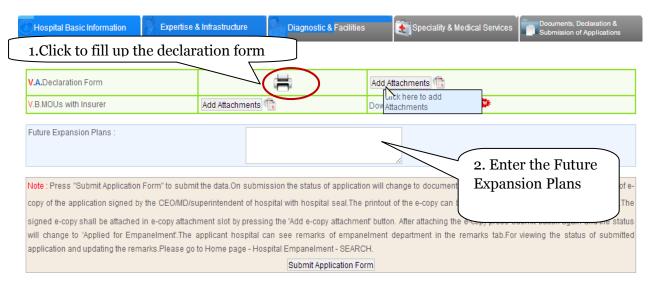
Click on "Submit Speciality & Medical Services". A pop up message will appear that "The tab details are successfully updated." Proceed Further to next Section.

2.9. Documents, Declaration and Submission of Applications

This section includes the declaration form, Draft of MoU with insurer and section for future plans. Update the Documents, declaration and submission of applications section and Hospital Mandatory Approval Details.

<u>STEP 1</u> – Click on "Documents ,Declaration and Submission of applications" .

S CREEN SHOT I : View of Tab 5 in RGJAY Application Form for Empanelment.

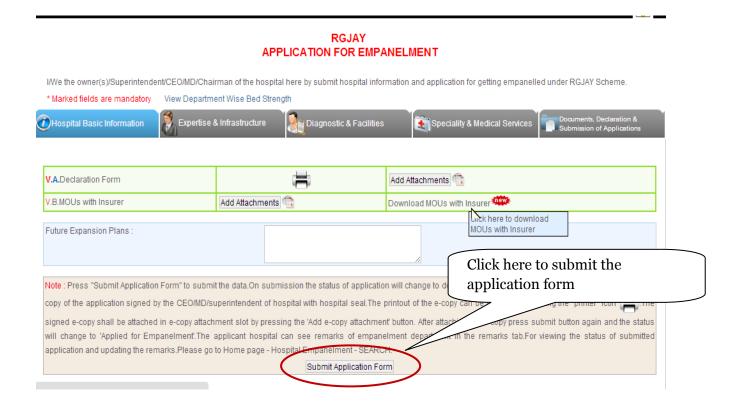


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Click on Tab 5 which is the last page of the Form. Click on the Printer Symbol in front of Declaration Form. A PDF File will open up which contains a downloadable Declaration form which need to be signed and attached.

Enter the Future Expansion Plans in the space provided.

<u>STEP 2</u> – Click on "Download MOU's with Insurer". SCREEN SHOT II: View of Tab 5 in RGJAY Application Form for Empanelment.



On Clicking "Download MOU's with Insurer", the user will get the following Details and a PDF File.

- MOU should be executed on Rs 100/- Non Judicial stamp paper.
- Read the MOU with Annexure/Guidelines before filling the details
- Exclusion of Specialties without office order of RGJAY is not accepted

STEP 3- Click on "Submit Application Form"

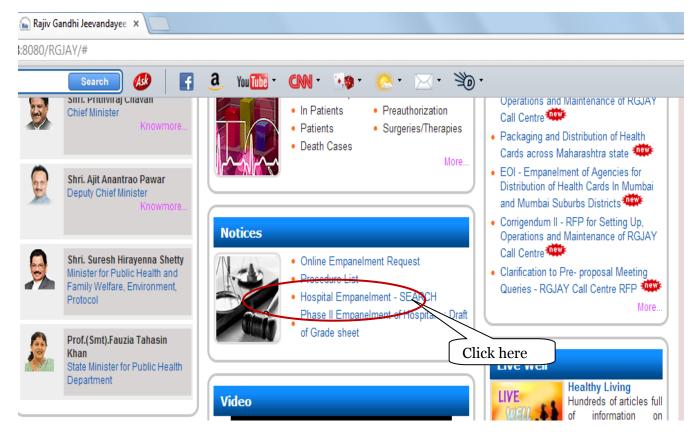
Note: Press "Submit Application Form" to submit the data. On submission the status of application will change to Document Pending. The hospital shall attach the printout of ecopy of the application signed by the CEO/MD/superintendent of hospital with hospital seal.

The printout of the e-copy can be obtained by clicking the "printer" icon. The signed e-copy shall be attached in e-copy attachment slot by pressing the 'Add e-copy attachment' button. After attaching the e-copy press submit button again and the status will change as 'Application Received'. For viewing the status of submitted application and updating the remarks, Please go to Home page - Hospital Empanelment - SEARCH.

IV. TO VIEW THE STATUS OF SUBMITTED APPLICATION AND UPDATING THE REMARKS

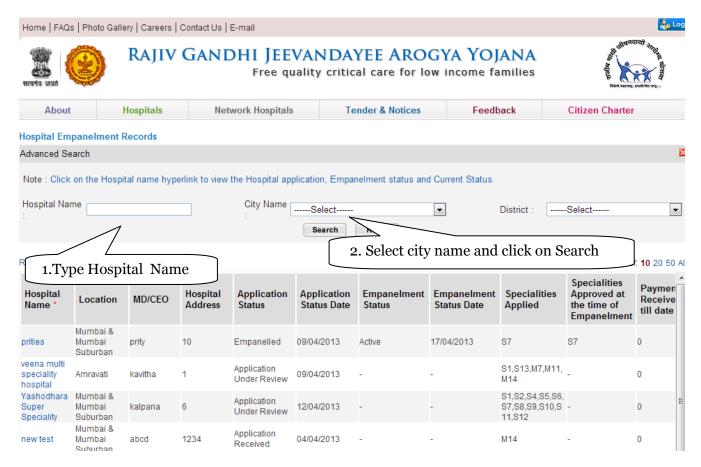
<u>STEP 1</u> - Go to Home Page of RGJAY. Go to the link <u>www.jeevandayee.gov.in</u>. Click on "Hospital Empanelment Search." A page with list of hospitals empanelled will appear. Type the name of Hospital and view the status of submitted application and remarks.

SCREEN SHOT I: View of RGJAY Home page.



STEP 2 - View the Status of Submitted Application

SCREEN SHOT II: Hospital Empanelment Records



Type Hospital Name, Select City Name, District and click on "search" and see for results displayed on the page. After Application is submitted, the empanelment application is pending with Empanelment Executive. The Empanelment Executive verifies the application and forwards it to Level L2 with remarks. If the Level L1 keeps the application pending for requirement of supporting documents, the status will be shown as 'Document Pending'. The hospital login with Hospital HSINXXXX code and PIN no XXXX, can update the pending remarks and submit again.