

**GOVERNMENT OF NAGALAND  
NAGALAND HEALTH PROTECTION SOCIETY  
DEPARTMENT OF HEALTH & FAMILY WELFARE  
NAGALAND :: KOHIMA**

NO. NHPS/19/433/2024/1676

Dated Kohima the 17<sup>th</sup> December 2024

**OFFICE MEMORANDUM**

**Subject: Mandatory Signature and Seal on Medical Reports for All Empanelled Hospitals under the AB PM-JAY-CMHIS Scheme**

In accordance with the guidelines issued by the National Medical Commission (NMC) and the National Accreditation Board for Testing and Calibration Laboratories (NABL), and as per the standards outlined under ISO 15189 for medical laboratories, it is mandatory for all empanelled hospitals under the AB PM-JAY-CMHIS scheme to ensure that all medical documents are duly signed and sealed by authorized personnel.

To maintain the integrity and authenticity of medical documentation, the following directives must be strictly adhered to:

**Investigation Reports:**

All diagnostic and laboratory investigation reports must bear the signature and seal of the appropriate medical or laboratory authority.

**Medical Notes:**

Doctor's notes, prescriptions, and other medical records must be duly signed and sealed.

**Treatment Documentation:**

All documents pertaining to diagnosis, treatment, and care provided must include the authorized signature and the seal of the institution.

These measures are critical to ensuring compliance with the quality and procedural standards mandated under the PM-JAY and CMHIS schemes. The proper documentation and authentication of medical records are essential for maintaining the trustworthiness and quality of healthcare services provided to beneficiaries.

We request your immediate attention to this matter and advise you to ensure that your institution is fully compliant with this directive. Non-compliance may result in audits and subsequent actions as per scheme guidelines.

All empanelled hospitals are hereby directed to take immediate action to comply with this directive. Should you have any questions or require further clarification, please do not hesitate to contact the undersigned.

  
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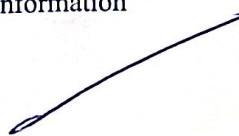
**(THAVASEELAN K) IAS**  
CEO, Nagaland Health Protection Society

NO. NHPS/19/433/2024

Dated Kohima the 17<sup>th</sup> December 2024

Copy to:

1. The Commissioner and Secretary to the Government of Nagaland, Health and Family Welfare Department, for kind information.
2. The Principal Director, Directorate of Health & Family Welfare, Nagaland, for kind information.
3. The Chief Medical Officer of all Districts, Nagaland for kind information
4. All EHCPs
5. Office Copy

  
**(THAVASEELAN K) IAS**  
CEO, Nagaland Health Protection Society