

GOVERNMENT OF NAGALAND
HEALTH & FAMILY WELFARE DEPARTMENT

HFV-28/AB-NHPM/2018

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Dated Kohima the 17th December 2020.

To

The Principal Director,
Health & Family Welfare Department
Nagaland, Kohima.

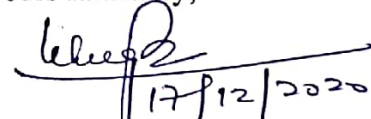
Sub:- **Proposal for approval of claim Amount Utilization Guideline for Public Hospitals.**

Sir,

I am directed to refer to your letter No DHFW-8/AB-NHPM(PMJAY)Misc/2018/3002 and to convey approval for claim amount utilization guideline for Public Hospitals under AB-PMJAY.

This has the concurrence of the Finance Department vide RFC No 252 dated 23/11/2020.


Yours faithfully,


17/12/2020

(KHONTHUNGO LOTHIA)

Deputy Secretary to the Government of Nagaland

o/c


17-12-2020

**GOVERNMENT OF NAGALAND
DIRECTORATE OF HEALTH AND FAMILY WELFARE
NAGALAND: KOHIMA**

DHFW-8/AB-NHPM(PMJAY)/Misc/2018/3002

Dt. Kohima 17th July 2020

To

The Commissioner & Secretary
To the Government of Nagaland,
Health & Family Welfare Department,
Nagaland: Kohima.

Sub: Proposal for Approval of Claim Amount Utilization Guideline for Public Hospitals.

Madam,

As per AB-PMJAY guidelines the empanelled public hospitals will be reimbursed for the services rendered by them as per package rates as claim amount under AB-PMJAY. The claim amount earned by the public hospitals under AB-PMJAY shall be retained locally at the hospital level. The amount has to be spent on the improvement of infrastructure and services in the hospital itself whereby improving the overall infrastructure and quality of care. A guideline is essential to ensure accountability and transparency so that the funds generated are properly utilized.

Therefore, the Government is requested to consider the approval of the proposed "Claim Amount Utilization Guideline for Public Hospitals". (Enclosed)

Enclosed: As Stated

Yours faithfully,

(DR. VIZOLIE Z. SUOKHRIE)

Principal Director
Directorate of Health and Family Welfare
Nagaland: Kohima

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AYUSHMAN BHARAT- PRADHAN MANTRI JAN AROGYA YOJANA
(AB-PMJAY)
STATE HEALTH AGENCY NAGALAND

CLAIM AMOUNT UTILIZATION GUIDELINE FOR PUBLIC HOSPITALS

PART A: UTILIZATION OF CLAIM AMOUNT

1. The empanelled public hospitals will be reimbursed for the services (AB-PMJAY Treatment Package Cover) rendered by them as per package rates as claim amount under AB-PMJAY.
2. The claim amount earned by public hospitals under AB-PMJAY shall be retained locally at the hospital level. In principle, the amount has to be spent on improvement of the infrastructure and services in the hospital itself whereby improving the overall infrastructure and quality of care.
3. The hospital level Health Centre Management Committee (HCMC) / Hospital Management Society (HMS)/ Rogi Kalyan Samiti (RKS) shall be responsible for utilization of this claim amount.

Accordingly, the funds shall be utilized as per the Financial Management and Accounting guidelines as laid down in the Nagaland Communitisation of Health Sub-Centres/ Primary Health Centres/ Community Health Centres Rules, 2002/ Guidelines for RKS/ Bye-Laws of the Hospital Management Society (HMS) of District Hospitals/ The Naga Hospital Authority Rules whichever is applicable.

4. The fund generated (Net profit) from AB-PMJAY shall be utilized only with the approval of Hospital Management Committee/ HCMC and must be in conformity with the Financial Management Guideline(s).

The Hospital Committee while approving the activities must also ensure that there is no duplication of activities. The meeting minutes/ approval order(s) of the Hospital Management Committee/ HCMC is to be maintained for scrutiny by Audit.

NB: Net Profit Calculation

Out of the total claims amount received, hospital may consider as net profit the balance amount after settling all expenses below:

- a. *For providing services as per the PMJAY Treatment Package Cover.*
 - b. *PMAM Salary, where applicable.*
 - c. *Users Fee such as Registration/ Admission/ OT/ Consultation Fees etc if applicable.*
 - d. *IT and other Consumables exclusively for PMJAY implementation in the hospital.*
5. A Technical Committee shall be formed under the chairmanship of MS/SMO/MOI/C to select Drugs and consumables including surgical items, implants, equipments, minor civil works etc. The committee shall also be responsible for all procurement under AB-PMJAY if no Procurement Board of the hospital is in place.
Technical Committee shall comprise of treating Hospital Nodal Officer for AB-PMJAY, doctors, pharmacists and nursing staff.
 6. The fund generated from AB- PMJAY shall be utilized in the following manners:
 - a. **40% of the net profit will be for procurement of generic drugs and consumables to strengthen/ replenish the Free Drugs and Diagnosis facilities of the hospital.**
 - b. **45% of the net profit will be utilized to strengthen hospital services.**

The indicative but not exhaustive list of activities permissible under this heading is as follows: Expansion of basket of services, Provision of patient friendly services, Enhancing delivery of quality care, Purchase of new equipments or to improve capacity or features of existing equipment, Annual Maintenance Contract (AMC) of equipments, Minor infrastructural

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modifications, Capital Investment for starting In-House Pharmacy, Awarding Staff Incentives, Exigency Hiring of technical personnel, etc.

NB:

- *The Hospital shall be solely responsible for any liability arising from the hired personnel. All Hiring of personnel shall be in conformity with extant Guideline/ Norms.*
- *Hospitals may incentivize PMAMs who are on contractual/ fixed pay or for overtime duty by paying a fixed amount (suggestive- Rs 50/- only) per settled claim on a monthly basis.*
- *Hospitals may also institute Award for Best Performing Staff of the Month/ Year.*
- *Any Capital Investment for starting In-House Pharmacy will be on loan basis, to be recovered on installment basis.*

c. 15% of the net profit shall be utilized for the Hospital Staff Welfare Fund.

- i) Each Hospital shall establish a Hospital Staff Welfare Fund and the said fund shall be maintained in a separate bank account to be jointly operated by 2 (two) office bearer.
- ii) The Hospital shall frame a guideline for utilization of the Hospital Staff Welfare Fund with intimation to the directorate.

7. In case of any fraud detected, SHA shall have the authority to withhold/release/withdraw the incentive component in part or entirety depending upon the extent of fraud detected.

PART B: RESPONSIBILITIES OF HOSPITAL AUTHORITY

1. General Responsibilities

- a. All public hospitals empanelled under AB-PMJAY are required to provide inpatient services (AB-PMJAY Treatment Package Cover) to the entitled beneficiaries free of cost as per AB-PMJAY Guidelines. The following is the list of benefits to be provided to the entitled beneficiaries:
 - *Pre-hospitalization:*
Consultation involving diagnostic tests and medicines before admission within the same hospital upto 3 days prior to hospitalization/ before the admission.
 - *During hospitalization:*
Medicine and medical consumables, non-intensive and intensive care services, diagnostic and laboratory investigations, procedure costs including medical implant services (where necessary), accommodation benefits (General Ward) and food services for the patient, complications/co-morbid conditions arising during treatment.
 - *Post-hospitalisation:*
Expenses upto a limit of 15 days that includes prescribed medicine to be continued following discharge of the patient from the hospital.
- b. The Hospital Authority shall ensure that requisite infrastructure, manpower and facilities including space for Helpdesk and adequate PMAM as per AB-PMJAY Guideline is put in place and is running at all times.
- c. Hospitals are to maintain Patients Record as per MCI Guideline. Necessary documents leading to the diagnosis and treatment instituted are uploaded to TMS portal wherever required as per AB-PMJAY Guideline.
- d. It shall be the responsibility of the MS/SMO/MOIC to ensure complete and timely uploading of claims for all the procedures done in respect of entitled patients and shall follow it up till the claim(s) is/are finally settled.
- e. All Empanelled Public Hospitals are to put in place AB-PMJAY Patient Identifier such as AB-PMJAY Patients stamps on the Patients Records, Prescription slips for AB-PMJAY Patients etc for easy identification and fast tracking of hospital processes.

2. Guideline on Use of Drugs, Consumables including implants and Diagnostics

- a. Hospitals should maintain strict adherence to Standard Treatment Guidelines and Rational Prescriptions including Use of Drugs.
- b. To the extent possible only generic medicines shall be prescribed in conformity with MCI Guideline.
- c. Free drugs and diagnosis initiative of the NHM/ provided by the department shall be utilized at all possible times.
- d. In case of stock-out of Free drugs, the items/articles are to be procured from Jan Aushadi Store. If unavailable, then to procure from the in-house pharmacy.
Procurement from empanelled private Pharmacy will be permissible only in the case of non-availability of the article/item in the above mentioned facilities, on production of Non-Availability Certificate.
- e. In case of non-availability of Free diagnostics, the Test/ Investigation is to be procured from empanelled private Diagnostic Centres/ Laboratories, on production of Non-Availability Certificate from the Hospital Laboratory.

3. Maintenance of Accounts:

- a. All empanelled Public Hospital shall maintain books of account transaction of the hospitals claims in conformity with the extant Government Financial Code/ Rules and shall be subject to audit in conformity with the extant Rules and Regulations.
- b. All empanelled Public Hospital shall maintain a dedicated saving bank account for transaction of the hospitals claims, to be jointly operated by the MS/SMO/MOIC and the AB-PMJAY Nodal Officer of the Hospital or as nominated by the HCMC in case of PHCs.
- c. The bank account opening and maintenance shall be as per the general applicable rules in this matter and shall not require any special approval.
- d. All the expenditure from the said account shall be done by approved banking instrument (Cheque/ Draft/ Bank Order/ Electronic Transfer, etc) only. Cash payments should not be done except for petty expenses as per extant Financial Rules.
- e. MS/SMO/MOIC shall facilitate the State Health Agency (SHA) in conducting hospital audits, treatment audits and other verifications at the hospital as prescribed in AB-PMJAY guidelines.
- f. MS/SMO/MOIC shall submit the Quarterly Report(s) in the prescribed Format given at Annexure: 1 to the SHA through the respective Chief Medical Officer.

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HOSPITAL QUARTERLY REPORT ON CLAIM UTILIZATION FORMAT
(To Be Submitted To SHA by email at nagaland.nhpm@gmail.com within 15 days following end of the Quarter)

Name of the Empanelled Public Hospital:

Reporting Quarter:.....

Financial Year:

A. Key Performance Indicators

Sl.	Particulars	Achievement	Remark
1.	No. of Preauthorization		
2.	Preauthorization Raised Amount (Rs.)		
3.	No. of Claims Submitted		
4.	Claims Amount Submitted (Rs.)		
5.	No. of Claims Paid		
6.	Claims Paid Amount (Rs.)		
7.	Total Gross Income (Rs.)		
8.1	Total Net Profit (Rs.) (Sl. No A7 - B1)		
8.2	Amount Allocated for strengthening/ replenishing the Free Drugs and Diagnosis facilities of the hospital (40%)		
8.3	Amount Allocated for Strengthening Hospital Services (45%)		
8.4	Amount Allocated for Hospital Staff Welfare Fund (15%)		
9.	Opening Balance from Previous Quarter (Rs.)		
10.	Closing Balance of Reporting Quarter (Rs.)		

B. Expenditure Statement

Sl.	Expenditure Head	Amount (Rs)
1.	Expenditure towards providing Cashless Services (AB-PMJAY Treatment Package Cover)	
2.	Expenditure towards strengthening/ replenishing the Free Drugs and Diagnosis facilities of the hospital (Enclose copy of Hospital/ Health Centre Management Committee Resolution and SoE)	
	• Free Drugs	
	• Free Diagnosis	
3.	Expenditure towards Strengthening Hospital Services (Enclose copy of Hospital/ Health Centre Management Committee Resolution and SoE)	
4.	Expenditure towards Hospital Staff Welfare Fund (Enclose copy of Hospital/ Health Centre Management Committee Resolution and SoE)	
5.	Total Expenditure	



Name, Signature, and Seal of Hospital Authority