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Central Organisation, ECHS  
Adjutant General's Branch  
Integrated Headquarters  
Ministry of Defence (Army)  
Thimayya Marg, Near Gopinath Circle  
Delhi Cantt-110010

B/49774/AG/ECHS/Referral/2021

09 Dec 2021

IHQ of MoD (Navy)/Dir ECHS (N)  
DAV, Subroto Park  
HQ Southern Command (A/ECHS)  
HQ Eastern Command (A/ECHS)  
HQ Western Command (A/ECHS)  
HQ Central Command (A/ECHS)  
HQ Northern Command (A/ECHS)  
HQ South Western Command (A/ECHS)  
HQ Andaman & Nicobar Command (A/ECHS)  
All Regional Centres

**REVISION OF GUIDELINES REGARDING SIMPLIFICATION  
OF REFERRAL SYSTEMS UNDER ECHS: ONLINE APPROVAL OF APPX 'A'**

1. PI ref the following (copies att):-
  - (a) CO ECHS letter No B/49778/AG/ECHS/PA/Ruling dated 28 Jun 2011.
  - (b) CO ECHS letter No B/49774/AG/ECHS/Referral/2020 dt 20 May 2020.
2. It has been observed that for unlisted procedure / investigation, hospitals are sending back the ECHS beneficiaries (Including those of 75 years and above) for getting the approval which is in contravention to Para 26 (g) of SOP on Treatment Management dt 28 Sep 2018/ (available on our website echs.gov.in).
3. It is reiterated that for ECHS beneficiaries, if it is an emergency any investigation / procedure whether listed or unlisted has to be carried out by the hospital without any approval. However, in non emergency condition if the investigation / procedure is listed, no implant / approval will be required and it will be carried out by the hospital but if the investigation / procedure / is unlisted the procedure to be followed is given below :-
  - (a) The empanelled Health Care Organizations (HCOs) will generate Appx A on BPA portal by clicking the icon for Appx A and filling up the card number. The revised format is att as **Appx 'A'**. The basic info will be autofilled through the software. Further details and digital signature of the Doctor will be filled by the empanelled hospital. Thereafter submit button will be clicked.
  - (b) All 136 Nodal ECHS PCs to utilise the existing manpower for getting approval on Appx A from AFMS hospital. The ECHS cells located in BH, AH (R & R) and all Command Hospitals will also be suitably employed for this purpose. Mapping of each nodal PC has been done to the emp hosp and service hosp. The list is attached as **Appendix 'B'**.
  - (c) BPA portal will send 'Pending Appx 'A' popup alert to concerned nodal ECHS PC and the PC will fill up Part-II and put DSC of OIC PC. Thereafter he will take a print out of Appx 'A' and obtain the approval of competent auth i.e. SEMO (upto 2 Lakhs) / CI or Gd Spl of concerned specialty (between 2 to 4 Lakhs) / Sr Adv or Consultant of Concerned Specialty (More than 4 Lakhs).

(d) The revised **Appx 'A'** will be scanned and uploaded by the PC with digital signatures of OIC PC in the relevant claim ID of the concerned hospital. The ECHS beneficiary is requested to kindly contact the concerned empanelled hospital to confirm uploading of **Appx A**. A period of up to 48 hours/two working days may be given for the process.

(e) On getting a confirmation from OIC PC, the ECHS beneficiary will visit the hosp for getting the required investigation / procedure done. The work flow is att as **Appx 'C'** to this letter.

4. If the required specialist officer is not available in the dependent AFMS Hosp of nodal PC, OIC PC will forward the Appx 'A' to the Nodal ECHS PC of Zonal or Command AFMS Hosp, where the concerned specialist officer is available by selecting such Nodal ECHS PC from drop down menu. Pop up alert of 'Pending Appx 'A' will also appear on the screen of receiving Nodal PC. All steps enumerated at Para -3(c), 3(d) & 3(e) to be followed by next nodal PC OIC.

5. **Responsibilities.** The responsibilities of various stake holders is as enumerated below.

(a) **Empanelled HCOs.**

(i) Provisions mentioned at Para 3 to be followed.

(ii) If some unlisted procedure / investigation / implant is required, the hosp will open the BPA portal and click on the Appx 'A'.

(iii) After entering the ECHS Card No, other details of ECHS beneficiary will be auto filled.

(iv) Column 6 to 12 will be filled by treating doctor. Signature and stamp of treating doctor, name qualification and appointment will be ensured on Part-I before submission.

(v) Once Part-I is complete, emp hosp will click the submit button.

(b) **Concerned Nodal PC.**

(i) Once the emp hosp submits Appx 'A' to concerned nodal PC, a pop up alert will appear on the BPA portal of nodal PC.

(ii) PC will fill up the Part-II of Appx 'A' on the portal, put the digital signature of OIC PC and take a print out.

(iii) OIC PC will ensure that all Appx 'A' received on the previous day till 0900 hrs next day are printed out after filling Part-II and are sent to OIC Stats by 0930 hrs to get it approved by 1400 hrs the same day.

(iv) Once Part-III and IV are filled and duly approved Appx 'A' is received back at PC. Thereafter the OIC PC will scan and upload it on the BPA portal by clicking ' Upload Appx 'A' in the concerned Claim ID.

(v) ECHS beneficiary is requested to kindly contact the concerned empanelled hospital after 48 hrs / two working days of raising the Appx 'A' by the hospital.

(c) **Service Hosp.**

(i) On receipt of hard copy of Appx 'A' from ECHS PC, the OIC Stats will segregate them as per speciality and send it to the concerned Specialist / Sr Adv / Consultant as per CFA powers.

(ii) The concerned Specialist / Sr Adv / Consultant will fill up column 15 to 18 of Part-III after checking the details of the case, at the first available opportunity and send it back to OIC Stats at the earliest.

(iii) OIC Stats will compile duly filled Part-III of Appx 'A' and send the file to SEMO for signatures and stamp.

(iv) SEMO will complete Part-IV of Appx'A', put signatures and stamp, at the first available opportunity and sent it back to OIC Stats.

(v) OIC Stats will hand over the complete set of docu to pers from nodal PC by 1400 hrs on each working day.

(d) **UTI-ITSL.**

(i) They will modify the software as explained above within 03 days from the issue of this letter.

(ii) The Workflow is attached as **Appx 'C'**.

(iii) The User Manual is attached as **Appx 'D'**.

} Available on website of BPA/UTI-ITSL

6. The revised procedure will be followed by all empanelled HCOs wef 13 Dec 2021 onwards.

7. All RC Directors are requested to disseminate it to all concerned and give a wide publicity for info of all ECHS beneficiaries (Incl aged 75 years and above).

(Anupam N Adhulia)  
Col  
Dir (Med)  
for MD ECHS

**Encls:** As above

**Copy to :-**

MoD (DoESW)

DGAFMS/DG-3A

DGMS (Army)/DGMS-5(B)

DGMS (Navy)/Dir ECHS (Navy)

DGMS (Air Force) (Med-7)

DGDS

CGDA

BPA

- for info please.
- for issuing necessary instructions to all AFMS hospital pl.

- for info please.

UTI-ITSL

153/1, Above Farico Show Room

First Floor, Old Madras Road

Halasuru, Bangalore

Karnataka-560 008

- for info and necessary action please.

**Internal**

(Ops &amp; Coord) Sec, Claim Sec

Stats &amp; Automation Sec

- for uploading the letter on ECHS website and issue of necessary direction to BPA as per Para 3.

**Appx A**

(Refers to para 3 (d) of Central Organisation ECHS letter No B/49774/AG/ECHS/Referral/2021 dt Dec 2021)

ECHS Membership No .....

**APPROVAL FOR UNLISTED PROCEDURE / IMPLANT/TEST AT ECHS EMPANELLED HOSPITAL**

**PART-I (To be filled by the Empanelled Hospital)**

1. Name (Patient)..... 2. Relationship with ECHS Member..... 3. No..... 4. Rank ..... 5. Name (Member with Tele / Mob No).....
6. Hospital .....
7. Diagnosis .....
8. Proposed Treatment Procedure/Test/ Implants.....
9. Estimated Cost (Rs)..... (in words).....
10. Case summary including investigation reports attached (Yes/No) .....
11. Remarks..... 12. Date..... 13. Signatures & Stamp of Treating Physician/Consultant.....

**PART II – ENDORSEMENT BY OIC POLYCLINIC**

14. Received on \_\_\_\_\_(date) at \_\_\_\_\_ (time) and forwarded to SEMO on \_\_\_\_\_ at \_\_\_\_\_ (OIC Polyclinic)

**PART III ( To be filed by the SEMO/SMO/PMO/CMO)**

- 15.\* APPROVED/ NOT APPROVED/ FORWARDED FOR APPROVAL TO (competent approving authority).....
16. Date..... 17. Place..... 18. Signatures & Stamp of SEMO .....  
(\*Strike out whichever is not applicable)

**PART IV (To be filled by approving authority other than SEMO/SMO/PMO/CMO if applicable)**

19. Remarks.....

**APPROVED / NOT APPROVED**

- 20 Date..... 21. Place..... 22. Signature with stamp.....

**Note**

1. Empanelled Hospitals will forward this form directly to the OIC Polyclinic necessary case summary.

**Appendix - B**  
**(Ref CO ECHS letter No B/49774/AG/ECHS**  
**(Referral /2021 dated Dec 2021**

**SEMO WISE LIST OF NODAL POLYCLINICS**

Ser No	SEMO	Polyclinics	Type	Mil/ Non Mil	Regional Centre	State	Remarks
1	MH Nasirabad	Ajmer	D	Mil	Ahmedabad	Rajasthan	
2		Bhilwara	D	Non Mil	Ahmedabad	Rajasthan	
3	MH Ahmedabad	Ahmedabad	C	Mil	Ahmedabad	Gujarat	
4	177 MH Barmer	Barmer	D	Mil	Ahmedabad	Rajasthan	
5	MH Bhuj	Bhuj	D	Non Mil	Ahmedabad	Gujarat	
6	MH Jodhpur	Jodhpur	B	Mil	Ahmedabad	Rajasthan	
7		Pali	D	Non Mil	Ahmedabad	Rajasthan	
8		Shergarh	D	Non Mil	Ahmedabad	Rajasthan	
9	15 AFH, Jaisalmer	Jaisalmer	D	Mil	Ahmedabad	Rajasthan	
10	MH Jamnagar	Jamnagar	D	Mil	Ahmedabad	Gujarat	
11		Rajkot	D	Non Mil	Ahmedabad	Gujarat	
12	185 MH Udaipur	Rajsamand	D	Non Mil	Ahmedabad	Rajasthan	
13		Udaipur	D	Mil	Ahmedabad	Rajasthan	
14		Dungarpur	D	Non Mil	Ahmedabad	Rajasthan	
15	MH Vadodara	Surat	D	Non Mil	Ahmedabad	Gujarat	
16		Vadodra	D	Mil	Ahmedabad	Gujarat	
17	MH Allahabad	Allahabad	D	Mil	Allahabad	Uttar Pradesh	
18		Banda	D	Non Mil	Allahabad	Uttar Pradesh	
19		Pratapgarh	D	Non Mil	Allahabad	Uttar Pradesh	
20	12 AFH Gorakhpur	Azamgarh	D	Non Mil	Allahabad	Uttar Pradesh	
21		Basti	D	Non Mil	Allahabad	Uttar Pradesh	
22		Deoria	C	Non Mil	Allahabad	Uttar Pradesh	
23		Gorakhpur	D	Mil	Allahabad	Uttar Pradesh	
24	MH Varanasi	Balia	C	Non Mil	Allahabad	Uttar Pradesh	
25		Ghazipur	B	Non Mil	Allahabad	Uttar Pradesh	
26		Jaunpur	D	Non Mil	Allahabad	Uttar Pradesh	
27		Mirzapur	D	Non Mil	Allahabad	Uttar Pradesh	
28		Varanasi	D	Mil	Allahabad	Uttar Pradesh	
29	MH Faizabad	Faizabad	D	Mil	Allahabad	Uttar Pradesh	
30		Sultanpur	C	Non Mil	Allahabad	Uttar Pradesh	
31		Gonda	D	Non Mil	Allahabad	Uttar Pradesh	
32	MH Ambala	Ambala	C	Mil	Ambala	Haryana	
33		Gohana	D	Non Mil	Ambala	Haryana	
34		Kaithal	D	Non Mil	Ambala	Haryana	
35		Kurukshetra	D	Non Mil	Ambala	Haryana	
36		Karnal	C	Non Mil	Ambala	Haryana	
37		Kharkhoda	D	Non Mil	Ambala	Haryana	
38		Nahan	D	Mil	Ambala	HP	
39		Panipat	C	Non Mil	Ambala	Haryana	
40		Sonepat	B	Non Mil	Ambala	Haryana	
41		Narayanganr	D	Non Mil	Ambala	Haryana	
42		Yamunanagar	C	Non Mil	Ambala	Haryana	
43	MH Patiala	Nabha	D	Mil	Ambala	Punjab	
44		Patiala	B	Mil	Ambala	Punjab	
45		Samana	D	Non Mil	Ambala	Punjab	
46		Sangrur	B	Mil	Ambala	Punjab	
47	CHAF Bangalore	Bangalore (Urban)	A	Mil	Bangalore	Karnataka	
48		Hassan	D	Non Mil	Bangalore	Karnataka	
49		MEG Bangalore	D	Non Mil	Bangalore	Karnataka	
50		Shimoga	D	Non Mil	Bangalore	Karnataka	
51	SMO AF Stn Bidar	Bidar	E	Mil	Bangalore	Karnataka	Secunderabad will be Nodal PC.
52	MH Belgaum	Belgaum	B	Mil	Bangalore	Karnataka	
53		Bijapur	D	Non Mil	Bangalore	Karnataka	
54		Dharwad	D	Non Mil	Bangalore	Karnataka	
55	SMO AF Stn Kolar	Kolar	D	Non Mil	Bangalore	Karnataka	
56	Yelahanka	Yelahanka (Bangalore)	D	Mil	Bangalore	Karnataka	
57	SMO 2 AF SB Mysore	Mysore	D	Non Mil	Bangalore	Karnataka	
58	AF Stn, Jalahali	Tumkur	D	Non Mil	Bangalore	Karnataka	
59	MH Cannanore	Madikeri	C	Non Mil	Bangalore	Karnataka	
60		Mangalore	D	Non Mil	Bangalore	Karnataka	
61		Virarajendrapet	D	Non Mil	Bangalore	Karnataka	
62	MH Agra	Agra	C	Mil	Bareilly	Uttar Pradesh	
63		Etah	D	Non Mil	Bareilly	Uttar Pradesh	
64		Firozabad	D	Non Mil	Bareilly	Uttar Pradesh	
65		Mainpuri	C	Non Mil	Bareilly	Uttar Pradesh	
66	MH Ranikhet	Haldwani	B	Mil	Bareilly	Uttarakhand	
67		Ranikhet	E	Mil	Bareilly	Uttarakhand	Almora will be Nodal PC.
68		Almora	B	Non Mil	Bareilly	Uttarakhand	
69		Bageshwar	B	Non Mil	Bareilly	Uttarakhand	
70	MH Meerut	Bijnor	D	Non Mil	Bareilly	Uttar Pradesh	
71		Baghpat	D	Non Mil	Bareilly	Uttar Pradesh	

Ser No	SEMO	Polyclinics	Type	Mil/ Non Mil	Regional Centre	State	Remarks
72		Bulandshahar	B	Non Mil	Bareilly	Uttar Pradesh	
73		Meerut	B	Mil	Bareilly	Uttar Pradesh	
74		Muzaffarnagar	D	Non Mil	Bareilly	Uttar Pradesh	
75	MH Bareilly	Bareilly	C	Mil	Bareilly	Uttar Pradesh	
76		Badaun	D	Non Mil	Bareilly	Uttar Pradesh	
77		Banbasa	D	Non Mil	Bareilly	Uttarakhand	
78		Hempur	D	Non Mil	Bareilly	Uttarakhand	
79		Moradabad	D	Non Mil	Bareilly	Uttar Pradesh	
80		Rudrapur	D	Non Mil	Bareilly	Uttarakhand	
81		Rampur	D	Non Mil	Bareilly	Uttar Pradesh	
82		Shahjahanpur	D	Mil	Bareilly	Uttar Pradesh	
83	MH Pithoragarh	Dharchula	E	Mil	Bareilly	Uttarakhand	
84		Pithoragarh	A	Mil	Bareilly	Uttarakhand	
85	INHS Nivarni	Angul	D	Non Mil	Bhubneshwar	Odisha	
86		Balasore	D	Mil	Bhubneshwar	Odisha	
87		Dhenkanal	C	Non Mil	Bhubneshwar	Odisha	
88		Puri	D	Non Mil	Bhubneshwar	Odisha	
89	MH Gopalpur	Koraput	D	Non Mil	Vizag	Odisha	
90		Bhubneswar	C	Non Mil	Bhubneshwar	Odisha	
91		Bhawanipatna	D	Non Mil	Bhubneshwar	Odisha	
92		Behrampur	D	Non Mil	Bhubneshwar	Odisha	
93		Sambalpur	D	Non Mil	Bhubneshwar	Odisha	
94	SMO 501 SU AF	Barnala	D	Non Mil	Chandimandir	Punjab	
95	CH(WC),	Chandigarh	B	Non Mil	Chandimandir	Chandigarh	
96	Chandimandir	Chandimandir	C	Mil	Chandimandir	Haryana	
97		Fatehgarh Sahib	C	Non Mil	Chandimandir	Punjab	
98		Mohali	C	Non Mil	Chandimandir	Punjab	
99		Ropar	B	Non Mil	Chandimandir	Punjab	
100		Sarakaghat	D	Non-Mil	Chandimandir	Himachal Pradesh	
101	MH Jalandhar	Garhshankar	D	Non Mil	Jalandhar	Punjab	
102		Ghumarwin	D	Non Mil	Jalandhar	Himachal Pradesh	
103		Hoshiarpur	A	Non Mil	Jalandhar	Punjab	
104		Jalandhar	A	Mil	Jalandhar	Punjab	
105		Kapurthala	C	Mil	Jalandhar	Punjab	
106		Nawansahar	D	Non Mil	Jalandhar	Punjab	
107		Phagwara	D	Non Mil	Jalandhar	Punjab	
108		Suranassi	D	Non Mil	Jalandhar	Punjab	
109		Sultanpur Lodhi	D	Non Mil	Jalandhar	Punjab	
110		Doraha	D	Non Mil	Chandimandir	Punjab	
111		Jagraon	D	Non Mil	Chandimandir	Punjab	
112		Ludhiana	A	Non Mil	Chandimandir	Punjab	
113		Samarala	D	Non Mil	Chandimandir	Punjab	
114	MH Kasauli	Solan	D	Mil	Chandimandir	Himachal Pradesh	
115	MH Shimla	Shimla	C	Mil	Chandimandir	Himachal Pradesh	
116		Rampur	E	Mil	Chandimandir	Himachal Pradesh	
117	MH Chennai	Chittur	C	Non Mil	Hyderabad	Tamil Nadu	
118		Chennai	B	Mil	Chennai	Tamil Nadu	
119		Cuddalore	D	Non Mil	Chennai	Tamil Nadu	
120		Chennai (Island Ground)	D	Non Mil	Chennai	Tamil Nadu	
121		Kanchipuram	C	Non Mil	Chennai	Tamil Nadu	
122		Kumbhkonom	D	Non Mil	Chennai	Tamil Nadu	
123		Nagapattinam	D	Non Mil	Chennai	Tamil Nadu	
124		Puducherry	D	Non Mil	Chennai	Puducherry	
125		Vellore	A	Non Mil	Chennai	Tamil Nadu	
126		Madurai	C	Non Mil	Coimbatore	Tamil Nadu	
127		Tiruchirapalli	C	Non Mil	Coimbatore	Tamil Nadu	
128	MH Wellington	Ramanathapuram	D	Non Mil	Coimbatore	Tamil Nadu	
129		Palakkad	B	Non Mil	Kochi	Kerala	
130		Krishnagiri	C	Non Mil	Chennai	Tamil Nadu	
131		Dindigul	D	Non Mil	Coimbatore	Tamil Nadu	
132		Sivagangai	D	Non Mil	Coimbatore	Tamil Nadu	
133		Theni	D	Non Mil	Coimbatore	Tamil Nadu	
134		Wellington	D	Mil	Coimbatore	Tamil Nadu	
135		Salem	C	Non Mil	Coimbatore	Tamil Nadu	

Ser No	SEMO	Polyclinics	Type	Mil/ Non Mil	Regional Centre	State	Remarks
136	INHS Dhanvantari	Port Blair	D	Mil	Chennai	Andaman & Nicobar	
137	SMO 47 WG AF	Thanjavur	D	Non Mil	Chennai	Tamil Nadu	
138	SMO AF Stn Tambram	Tambram	D	Non Mil	Chennai	Tamil Nadu	
139	MH Avadi	Thiruvannamalai	C	Non Mil	Chennai	Tamil Nadu	
140		Villupuram	D	Non Mil	Chennai	Tamil Nadu	
141		Avadi	C	Mil	Chennai	Tamil Nadu	
142	6 AFH, Coimbatore	Coimbatore	C	Mil	Coimbatore	Tamil Nadu	
143		Erode	D	Non Mil	Coimbatore	Tamil Nadu	
144	MH Dehradun	Dehradun	A	Mil	Dehradun	Uttarakhand	
145		Joshimath	E	Mil	Dehradun	Uttarakhand	
146		Karanprayag (Gopeshwar)	B	Non Mil	Dehradun	Uttarakhand	
147		Tehri	D	Non Mil	Dehradun	Uttarakhand	
148		Uttarkashi	D	Non Mil	Dehradun	Uttarakhand	
149		Vikasnagar	D	Non Mil	Dehradun	Uttarakhand	
150		Rudraprayag	D	Non Mil	Dehradun	Uttarakhand	
151		Saharanpur (Sarsawa)	D	Mil	Dehradun	Uttar Pradesh	
152	MH Lansdowne	Kotdwara	B	Mil	Dehradun	Uttarakhand	
153		Landsdowne	E	Mil	Dehradun	Uttarakhand	
154		Pauri Garhwal	C	Non Mil	Dehradun	Uttarakhand	
155	MH Roorkee	Roorkee	D	Mil	Dehradun	Uttarakhand	
156		Raiwala	C	Non Mil	Dehradun	Uttarakhand	
157	MH Agartala	Agartala	D	Mil	Guwahati	Tripura	
158	160 MH Masimpur	Lunglei	D	Non Mil	Guwahati	Mizoram	
159		Masimpur	D	Mil	Guwahati	Assam	
160		Aizwal	D	Non Mil	Guwahati	Mizoram	
161	151 BH Guwahati	Bongaigaon	D	Non Mil	Guwahati	Assam	
162		Dhubri	D	Non Mil	Guwahati	Assam	
163		Guwahati	D	Mil	Guwahati	Assam	
164		Goalpara	D	Non Mil	Guwahati	Assam	
165	183 MH Liemakong	Churachandpur	D	Non Mil	Guwahati	Manipur	
166		Imphal (Leimakhong)	D	Non Mil	Guwahati	Manipur	
167	165 MH Dimapur	Dimapur	D	Mil	Guwahati	Nagaland	
168	162 MH Dinjan	Dibrugarh	D	Non Mil	Guwahati	Assam	
169		Tinsukia	D	Non Mil	Guwahati	Assam	
170	5 AFH Jorhat	Jorhat	D	Mil	Guwahati	Assam	
171		Mokokchung	D	Non Mil	Guwahati	Nagaland	
172	188 MH Likabali	Lakhimpur	D	Non Mil	Guwahati	Assam	
173	188 MH Misamari	Misamari	E	Mil	Guwahati	Assam	Tezpur will be Nodal PC.
174	BH Tezpur	Nagaon Town	D	Non Mil	Guwahati	Assam	
175		Tezpur	D	Non-Mil	Guwahati	Assam	
176	MH Shillong	Shillong	D	Mil	Guwahati	Meghalaya	
177	305 Fd Hosp	Tawang	E	Mil	Guwahati	Arunachal Pradesh	Tezpur will be Nodal PC.
178	181 MH Tenga	Tenga	E	Mil	Guwahati	Arunachal Pradesh	
179	154 GH Zakhama	Zakhama (Kohima)	D	Non Mil	Guwahati	Nagaland	Rec by RC Guwahati
180	MH Abohar	Abohar	E	Mil	Hisar	Punjab	Ferozpur will be Nodal PC.
181	174 MH Bathinda	Bhatinda	C	Mil	Hisar	Punjab	
182		Mansa	D	Non Mil	Hisar	Punjab	
183	MH Hissar	Bhiwani	A	Non Mil	Hisar	Haryana	
184		Bahadurgarh	D	Non Mil	Hisar	Haryana	
185		Charki Dadri	D	Non Mil	Hisar	Haryana	
186		Fatehabad	D	Non Mil	Hisar	Haryana	
187		Hissar	B	Mil	Hisar	Haryana	
188		Jhajjar	B	Non Mil	Hisar	Haryana	
189		Jind	C	Non Mil	Hisar	Haryana	
190		Loharu	D	Non Mil	Hisar	Haryana	
191		Meham	D	Non Mil	Hisar	Haryana	
192		Narwana	D	Non Mil	Hisar	Haryana	
193		Rohtak	B	Non Mil	Hisar	Haryana	
194		Sampla	D	Non Mil	Hisar	Haryana	
195		Churu	C	Non Mil	Hisar	Rajasthan	
196	MH Bikaner	Rajgarh	D	Non Mil	Hisar	Rajasthan	
197		Didwana	D	Non Mil	Hisar	Rajasthan	
198		Nagaur	C	Non Mil	Hisar	Rajasthan	
199		Bikaner	D	Mil	Hisar	Rajasthan	
200	173 MH, Faridkot	Faridkot	C	Mil	Hisar	Punjab	
201	176 MH	Hanumangarh	D	Non Mil	Hisar	Rajasthan	



Ser No	SEMO	Polyclinics	Type	Mil/ Non Mil	Regional Centre	State	Remarks	
202	Sriganganagar	Sriganganagar	D	Mil	Hisar	Rajasthan		
203	SMO Sirsa	Sirsa	D	Mil	Hisar	Haryana		
204	MH Golconda	Ananthapur	D	Non Mil	Hyderabad	Andra Pradesh		
205		Golconda	C	Mil	Hyderabad	Andra Pradesh		
206		Khammam	D	Non Mil	Hyderabad	Andra Pradesh		
207		Kadapa	D	Non Mil	Hyderabad	Andra Pradesh		
208		Mehbubnagar	D	Non Mil	Hyderabad	Andra Pradesh		
209		Nellore	D	Non Mil	Hyderabad	Andra Pradesh		
210		MH Secunderabad	Eluru	D	Non Mil	Hyderabad	Andra Pradesh	
211			Gulbarga	D	Non Mil	Hyderabad	Karnataka	
212			Giddalur	C	Non Mil	Hyderabad	Andra Pradesh	
213			Guntur	C	Non Mil	Hyderabad	Andra Pradesh	
214	Karimnagar		D	Non Mil	Hyderabad	Andra Pradesh		
215	Kurnool		D	Non Mil	Hyderabad	Andra Pradesh		
216	Secunderabad (2nd) (Bowenpally)		D	Non Mil	Hyderabad	Andra Pradesh		
217	Secunderabad		B	Mil	Hyderabad	Andra Pradesh		
218	Vijayawada		D	Non Mil	Hyderabad	Andra Pradesh		
219	MH Bhopal		Bhopal	D	Mil	Jabalpur	Madhya Pradesh	
220	MH Gwalior	Gwalior	D	Mil	Jabalpur	Madhya Pradesh		
221		Morena	D	Non Mil	Jabalpur	Madhya Pradesh		
222		Bhind	D	Non Mil	Jabalpur	Madhya Pradesh		
223		MH Jabalpur	Bilaspur	D	Non Mil	Jabalpur	Chattisgarh	
224	MH Jabalpur	Jabalpur	D	Mil	Jabalpur	Madhya Pradesh		
225		Raipur	D	Non Mil	Jabalpur	Madhya Pradesh		
226		Rewa	D	Non Mil	Jabalpur	Madhya Pradesh		
227		Satna	D	Non Mil	Jabalpur	Madhya Pradesh		
228		MH Mhow	Indore	D	Non Mil	Jabalpur	Madhya Pradesh	
229	Mhow		D	Mil	Jabalpur	Madhya Pradesh		
230	Ujjain		D	Non Mil	Jabalpur	Madhya Pradesh		
231	MH Jhansi	Jhansi	D	Mil	Jabalpur	Madhya Pradesh		
232	MH Pachmarhi	Pipariya	E	Mil	Jabalpur	Madhya Pradesh	Bhopal will be Nodal PC	
233	MH Saugor	Saugor	D	Mil	Jabalpur	Madhya Pradesh		
234	MH Alwar	Alwar	B	Mil	Jaipur	Rajasthan		
235		Behror	D	Non Mil	Jaipur	Rajasthan		
236		Bansur	D	Non Mil	Jaipur	Rajasthan		
237		Dharuhera	D	Non Mil	Jaipur	Haryana		
238		Kosli	D	Non Mil	Jaipur	Haryana		
239		Hindaun City (District Karauli)	D	Non Mil	Jaipur	Rajasthan		
240		Mahendragarh	D	Non Mil	Jaipur	Haryana		
241		Narnaul	B	Non Mil	Jaipur	Haryana		
242		Rewari	B	Non Mil	Jaipur	Haryana		
243		MH Mathura	Aligarh	D	Non Mil	Jaipur	Uttar Pradesh	
244	Bharatpur		C	Mil	Jaipur	Rajasthan		
245	Mathura		D	Mil	Jaipur	Uttar Pradesh		
246	Hathras		D	Non Mil	Jaipur	Uttar Pradesh		
247	MH Jaipur	Bhuwana	D	Non Mil	Jaipur	Rajasthan		
248		Chirawa	D	Non Mil	Jaipur	Rajasthan		
249		Dausa	D	Non Mil	Jaipur	Rajasthan		
250		Jhunjhunu	A	Non Mil	Jaipur	Rajasthan		
251		Jaipur	B	Mil	Jaipur	Rajasthan		
252		Kotputli	D	Non Mil	Jaipur	Rajasthan		
253		Neem Ka Thana	D	Non Mil	Jaipur	Rajasthan		
254		Sikar	B	Non Mil	Jaipur	Rajasthan		
255		Vidhyadhar Nagar	D	Non Mil	Jaipur	Rajasthan		
256	MH Kota	Kota	D	Mil	Jaipur	Rajasthan		
257	MH Amritsar	Ajnala	D	Non Mil	Jalandhar	Punjab		
258		Amritsar	A	Mil	Jalandhar	Punjab		
259		Beas	D	Non Mil	Jalandhar	Punjab		
260		Tarantaran/Patti	D	Non Mil	Jalandhar	Punjab		
261	MH Yol	Hamirpur	B	Non Mil	Jalandhar	Himachal Pradesh		
262		Deragopipur	D	Non Mil	Jalandhar	Himachal Pradesh		
263		Yol	A	Mil	Jammu	Himachal Pradesh		
264		Bilaspur	C	Non Mil	Jalandhar	Himachal Pradesh		
265		Shahpur	C	Non Mil	Jammu	Himachal Pradesh		
266	159 GH, Ferozpur	Ferozpur	C	Mil	Jalandhar	Punjab		
267		Muktsar	C	Non Mil	Jalandhar	Punjab		
268		Moga	C	Mil	Jalandhar	Punjab		
269	172 MH	Batala	D	Non Mil	Jalandhar	Punjab		

Ser No	SEMO	Polyclinics	Type	Mil/ Non Mil	Regional Centre	State	Remarks
270	Gurdaspur	Gurdaspur	A	Mil	Jalandhar	Punjab	
271		Sri Hargovindpur	D	Non Mil	Jalandhar	Punjab	
272	167 MH Pathankot	Pathankot	D	Mil	Jammu	Punjab	
273		Junglot (Kathua)	C	Mil	Jammu	J&K	
274		Talwara	D	Non Mil	Jalandhar	Punjab	
275		Uchi Bassi	C	Non Mil	Jalandhar	Himachal Pradesh	
276	MH Palampur	Barsar	D	Non Mil	Jalandhar	Himachal Pradesh	
277		Una	C	Non Mil	Jalandhar	Himachal Pradesh	
278		Kullu	D	Non Mil	Jammu	Himachal Pradesh	
279		Jogindernagar	D	Non Mil	Jammu	Himachal Pradesh	
280		Mandi	C	Non Mil	Jammu	Himachal Pradesh	
281		Palampur	D	Mil	Jammu	Himachal Pradesh	
282	170 MH Akhnoor	Akhnoor	D	Mil	Jammu	J&K	
283	166 MH Jammu	Baribrahma	C	Non Mil	Jammu	J&K	
284		Jammu	A	Mil	Jammu	J&K	
285	MH Bakloh	Bakloh	D	Mil	Jammu	Himachal Pradesh	
286	MH Dalhousie	Chamba	E	Mil	Jammu	Himachal Pradesh	Bakloh will be Nodal PC
287	MH Doda	Doda	D	Non Mil	Jammu	J&K	
288	92 BH Srinagar	Baramulla	D	Mil	Jammu	J&K	
289		Khanabal	E	Mil	Jammu	J&K	
290		Srinagar	D	Mil	Jammu	J&K	
291	153 GH, Leh	Leh	D	Mil	Jammu	J&K	
292	CH (NC)	Nagrota (Gujroo)	D	Non Mil	Jammu	J&K	
293	Udhampur	Udhampur	C	Mil	Jammu	J&K	
294	150 GH Rajouri	Poonch	E	Mil	Jammu	J&K	
295		Rajouri	D	Mil	Jammu	J&K	
296	171 MH, Samba	Samba	C	Mil	Jammu	J&K	
297	MH Kannur	Kalpetta	D	Non Mil	Kochi	Kerala	
298		Kannur	B	Mil	Kochi	Kerala	
299		Kozhikode	C	Non Mil	Kochi	Kerala	
300		Perintalmanna	C	Non Mil	Kochi	Kerala	
301	INHS Navjeevni	Kanhagad	D	Non Mil	Kochi	Kerala	
302		Iritti	D	Non Mil	Kochi	Kerala	
303	INHS Sanjivani	Changanacherry	D	Non Mil	Trivandrum	Kerala	
304		Kochi	B	Mil	Kochi	Kerala	
305		Kunnankulam	D	Non Mil	Kochi	Kerala	
306		Moovattupuzha	D	Non Mil	Kochi	Kerala	
307		Alleppey (Alapuzha)	B	Non Mil	Kochi	Kerala	
308		Kottayam	C	Non Mil	Kochi	Kerala	
309		Painavu	D	Non Mil	Kochi	Kerala	
310		Thrissur	B	Non Mil	Kochi	Kerala	
311	MH Panagarh	Bankura	D	Non Mil	Kolkata	West Bengal	
312		Burdwan	D	Non Mil	Kolkata	West Bengal	
313	BH Barrackpore	Behrampur	D	Non Mil	Kolkata	West Bengal	
314		Barrackpore	C	Mil	Kolkata	West Bengal	
315		Krishnanagar	C	Non Mil	Kolkata	West Bengal	
316	158 BH Bengdubi	Katihar	D	Non Mil	Kolkata	Bihar	
317		Raiganj	D	Non Mil	Kolkata	West Bengal	
318		Bengdubi	D	Mil	Kolkata	West Bengal	
319	CH (EC) Kolkata	Baruipur	D	Non Mil	Kolkata	West Bengal	
320		Kolkata	B	Mil	Kolkata	West Bengal	

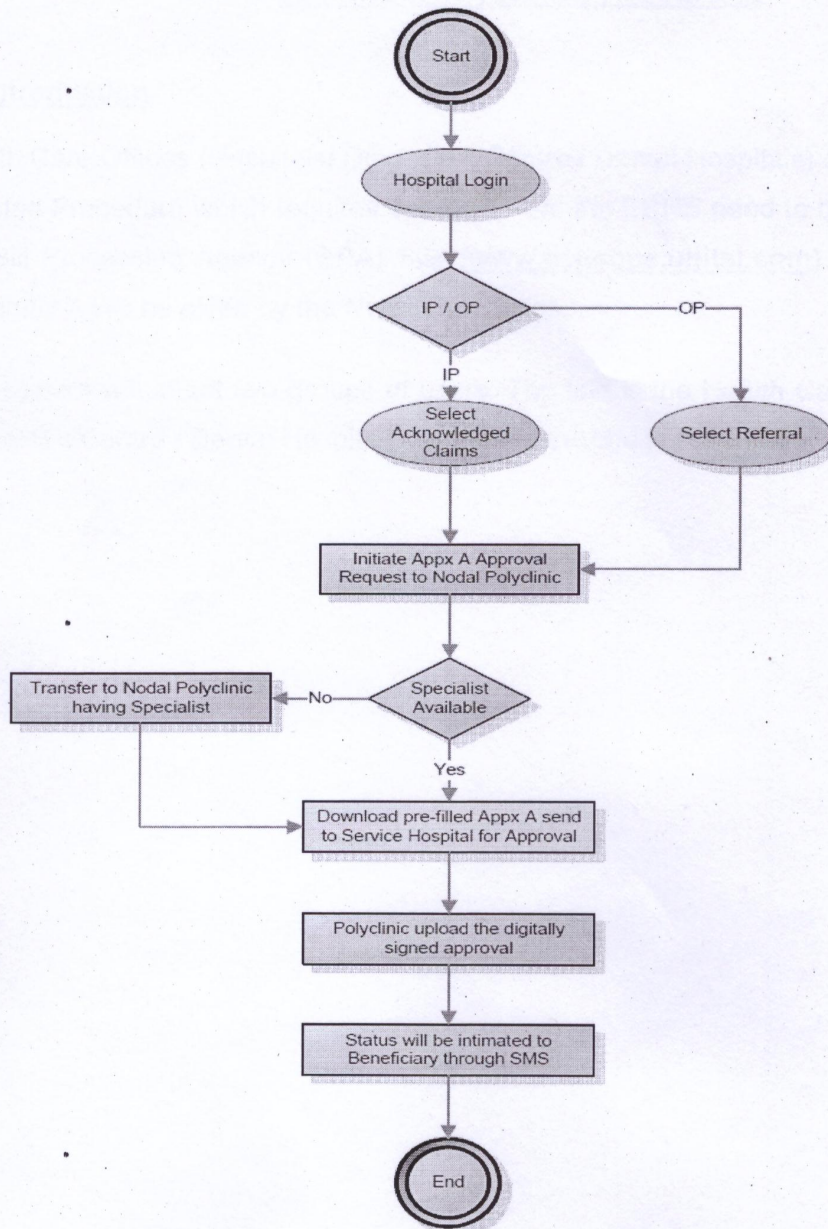
Ser No	SEMO	Polyclinics	Type	Mil/ Non Mil	Regional Centre	State	Remarks
321		Howrah	D	Non Mil	Kolkata	West Bengal	
322		Salt Lake	D	Mil	Kolkata	West Bengal	
323	164 MH Binaguri	Binaguri	E	Mil	Kolkata	West Bengal	Cooch Bihar will be Nodal PC.
324		Cooch Behar	D	Non Mil	Kolkata	West Bengal	
325	178 MH Gangtok	Gangtok	D	Mil	Kolkata	Sikkim	
326	MH Kalimpong	Kalimpong	E	Mil	Kolkata	West Bengal	Bengdubi will be Nodal PC
327	163 MH Darjeeling	Lebong (Darjeeling)	C	Mil	Kolkata	West Bengal	
328	4 AFH Kalaikunda	Midnapur	D	Non Mil	Kolkata	West Bengal	
329	7 AFH Kanpur	Akbarpur Matti (Kanpur Dehat)	D	Non Mil	Lucknow	Uttar Pradesh	
330		Kanpur	C	Mil	Lucknow	Uttar Pradesh	
331		Fatehpur	D	Non Mil	Lucknow	Uttar Pradesh	
332		Etawah	C	Non Mil	Lucknow	Uttar Pradesh	
333		Orai	D	Non Mil	Lucknow	Uttar Pradesh	
334		Fatehgarh	C	Mil	Lucknow	Uttar Pradesh	
335	CH(CC) Lucknow	Lucknow	C	Mil	Lucknow	Uttar Pradesh	
336		Lakhimpur	D	Non Mil	Lucknow	Uttar Pradesh	
337		Barabanki	D	Non Mil	Lucknow	Uttar Pradesh	
338		Hardoi	D	Non Mil	Lucknow	Uttar Pradesh	
339		Unnao	D	Non Mil	Lucknow	Uttar Pradesh	
340		Raebareli	D	Non Mil	Lucknow	Uttar Pradesh	
341	INHS Patanjali	Karwar	D	Mil	Mumbai	Maharashtra	
342	INHS Asvini, Mumbai	Mahad	D	Non Mil	Mumbai	Maharashtra	
343		Mumbai (Navy)	B	Mil	Mumbai	Maharashtra	
344		Mumbai (Upnagar)	D	Mil	Mumbai	Maharashtra	
345		Navi Mumbai (COD Kandivali)	C	Non Mil	Mumbai	Maharashtra	
346		Thane (Nerul)	C	Non Mil	Mumbai	Maharashtra	
347	INHS Jeevanti	Vasco-da-gama	D	Mil	Mumbai	Goa	
348	3 AF Hosp, Amla	Amla	E	Mil	Nagpur	Madhya Pradesh	Nagpur will be Nodal PC.
349	SMO Nagpur	Nagpur	C	Mil	Nagpur	Maharashtra	
350	MH Pulgaon	Akola	D	Non Mil	Nagpur	Maharashtra	
351		Amravati	D	Non Mil	Nagpur	Maharashtra	
352		Wardha	D	Non Mil	Nagpur	Maharashtra	
353	BH Delhi Cantt	Delhi Cantt (BHDC)	A	Mil	Delhi-I	Delhi	
354		Shakurbasti	B	Non Mil	Delhi-I	Delhi	
355		Gurgaon	A	Non Mil	Delhi-I	Haryana	
356		Gurgaon (Sohana Rd)	B	Non Mil	Delhi-I	Haryana	
357	7BRD, Tughlakabad	Khanpur	D	Non Mil	Delhi-I	Delhi	
358	SMO AF Stn Faridabad	Palwal	D	Non Mil	Delhi-I	Haryana	
359		Faridabad	C	Non Mil	Delhi-I	Haryana	
360	PMO INS India	East Delhi Area	B	Non Mil	Delhi-II	Delhi	
361	11 AFH Hindon	Ghaziabad (Hindon)	D	Mil	Delhi-II	Uttar Pradesh	
362	AFC New Delhi	Greater Noida	A	Non Mil	Delhi-II	Uttar Pradesh	
363		Noida	A	Non Mil	Delhi-II	Uttar Pradesh	
364		New Delhi (Lodhi Road)	A	Non Mil	Delhi-II	Delhi	
365		Timarpur	C	Non Mil	Delhi-II	Delhi	
366	MH Danapur	Ara	B	Non Mil	Patna	Bihar	
367		Bhagalpur	D	Non Mil	Patna	Bihar	
368		Vaishali	D	Non Mil	Patna	Bihar	
369		Chhapra	C	Non Mil	Patna	Bihar	
370		Darbhanga	D	Non Mil	Patna	Bihar	
371		Danapur (Patna)	C	Mil	Patna	Bihar	
372		Khagaria	D	Non Mil	Patna	Bihar	
373		Munger	D	Non Mil	Patna	Bihar	
374		Muzaffarpur	C	Non Mil	Patna	Bihar	
375		Motihari	D	Non Mil	Patna	Bihar	
376		Madhubani	D	Non Mil	Patna	Bihar	
377		Siwan	D	Non Mil	Patna	Bihar	
378		Samastipur	D	Non Mil	Patna	Bihar	
379		Sitamarhi	D	Non Mil	Patna	Bihar	
380	MH Gaya	Gaya	D	Mil	Patna	Bihar	
381		Buxar	D	Non Mil	Patna	Bihar	
382		Sasaram	D	Non Mil	Patna	Bihar	
383	MH Aurangabad	Aurangabad	D	Mil	Pune	Maharashtra	
384		Buldana	D	Non Mil	Pune	Maharashtra	
385		Nanded	D	Non Mil	Pune	Maharashtra	
386	MH Ahmednagar	Ahmednagar	C	Mil	Pune	Maharashtra	
387		Sholapur	C	Non Mil	Pune	Maharashtra	
388		Osmanabad	D	Non Mil	Pune	Maharashtra	
389		Latur	D	Non Mil	Pune	Maharashtra	
390		Beed	D	Non Mil	Pune	Maharashtra	

Ser No	SEMO	Polyclinics	Type	Mil/ Non Mil	Regional Centre	State	Remarks
391	CH(SC) Pune	Kolhapur	B	Non Mil	Pune	Maharashtra	
392		Satara	C	Non Mil	Pune	Maharashtra	
393		Pune	B	Mil	Pune	Maharashtra	
394	MH Devlali	Chiplun	C	Non Mil	Pune	Maharashtra	
395		Dhule	D	Non Mil	Pune	Maharashtra	
396		Devlali	D	Mil	Pune	Maharashtra	
397	MH Kirkee	Jalgaon	D	Non Mil	Pune	Maharashtra	
398		Karad	D	Non Mil	Pune	Maharashtra	
399		Khadki (Pune)	D	Non Mil	Pune	Maharashtra	
400	MH Panaji	Miraj (Sangli)	B	Non Mil	Pune	Maharashtra	
401		Panaji	D	Mil	Pune	Goa	
402		Sindhudurg	C	Non Mil	Pune	Maharashtra	
403	SMC Lohegaon	South Pune	D	Non Mil	Pune	Maharashtra	
404	MH Namkum	Chaibasa	D	Non Mil	Ranchi	Jharkhand	
405		Jamshedpur	D	Non Mil	Ranchi	Jharkhand	
406		Daltonganj	D	Non Mil	Ranchi	Jharkhand	
407		Ranchi	C	Mil	Ranchi	Jharkhand	
408		Gumla	D	Non Mil	Ranchi	Jharkhand	
409		Jashpur	D	Non Mil	Ranchi	Chattisgarh	
410		MH Ramgarh	Dhanbad	D	Non Mil	Ranchi	Jharkhand
411	Deoghar		D	Non Mil	Ranchi	Jharkhand	
412	MH Trivandrum	Trivandrum	A	Mil	Trivandrum	Kerala	
413		Kilimanur	D	Non Mil	Trivandrum	Kerala	
414		Kottarakara	D	Non Mil	Trivandrum	Kerala	
415		Quilon (Kollam)	B	Non Mil	Trivandrum	Kerala	
416		Srivilliputtur	C	Non Mil	Coimbatore	Tamil Nadu	
417		Mavelikara	D	Non Mil	Trivandrum	Kerala	
418		Pathanamthitta	B	Non Mil	Trivandrum	Kerala	
419		Ranni	D	Non Mil	Trivandrum	Kerala	
420		Trivandrum (Med College)	D	Non Mil	Trivandrum	Kerala	
421		Nagarcoil	D	Non Mil	Trivandrum	Tamil Nadu	
422	Tirunelveli	C	Non Mil	Trivandrum	Tamil Nadu		
423	Tuticorin	D	Non Mil	Trivandrum	Tamil Nadu		
424	INHS Kalyani	Jagdalpur	D	Non Mil	Vizag	Chattisgarh	
425		Kakinada	D	Non Mil	Vizag	Andra Pradesh	
426		Srikakulam	D	Non Mil	Vizag	Andra Pradesh	
427		Vishakapatnam	C	Mil	Vizag	Andra Pradesh	

**Appx 'C'**

(Refers to para 3 (d) of CO ECHS letter No B/49774/AG/ECHS/Referral/2021 dt 09 Dec 2021)

**Work Flow**



Appx 'D'  
(Refers to para 3 (d) of CO ECHS letter No  
B/49774/AG/ECHS/Referral/2021 dt 09 Dec 2021)

**INSTRUCTION FOR USERT FOR ONLINE APPLICATION OF UNLISTED PROCEDURE-  
APPENDIX 'A' AND ITS APPROVAL**

**1. Introduction**

Health Care Offices (Hospitals/ Diagnostic Centre / Dental Hospitals) on requirement of any Unlisted Procedure which requires approval from the ECHS need to be applied online from the Bill Processing Agency (BPA) Site ([www.echsbpa.uititsl.com](http://www.echsbpa.uititsl.com)). The approval of the Appendix A will be given by the Nodal Polyclinics.

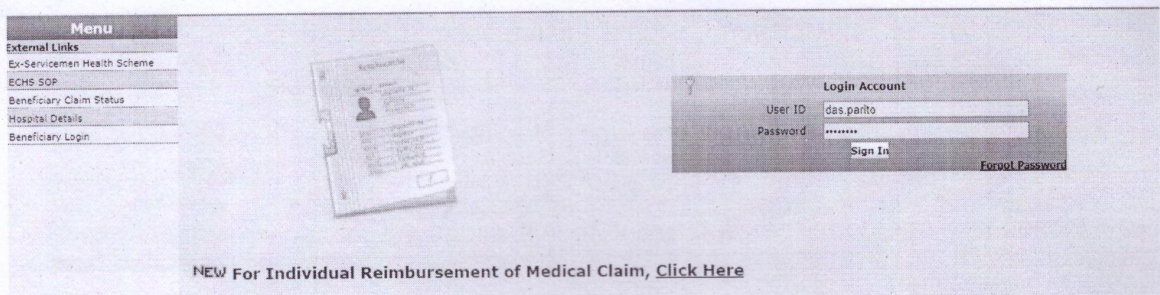
This system will affect two groups of users. The first is the Health Care Offices (Hospitals/ Diagnostic Centre / Dental Hospitals), while the second is the Nodal Polyclinic User (OIC).

## 2. INSTRUCTIONS FOR HOSPITALS

Hospitals can raise the application for the Unlisted Procedure for both IP patients and OPD patients. For raising the request IP Patient claim should have been acknowledged and in case of OPD the claim of the patient is not submitted. After submitting the claim related details in the system Hospital has to mandatorily download the pre-filled Appendix A from the system and after the seal and signature of the treating doctor the digital signed copy of the Appendix A has to be uploaded in the system. Follow the instructions for the application of online Unlisted Procedure – Appendix A as under:

### 1. Login to the application:

Login to the application using the URL: <https://www.echsbpa.utiitsl.com/ECHS>



2. Go to the link Activities > Unlisted Procedure and enter the Claim ID and submit for which Unlisted Procedure has to be applied

**Claim For Pre-Authorization Of Unlisted Procedure**

<b>Menu</b>	Current Page	Claim ID <input type="text"/>
Intimation		<input type="button" value="Submit"/>
Bill Submission		
Activities		
Cancel Claim		
Cancel Accepted Referral		
Stay Extension		
Unlisted Procedure - NMI		
Stay Extension - NMI		
Status - Extended Stay		
Unlisted Procedure		
Download Unlisted Procedure		
Status - Unlisted Procedure		
Documents		
MIS Reports		
Financial		
Review Request		
Other		

3. The detail of the claim will come and Click the hyper linked Claim ID for entering the details of application.

Claim For Unlisted Procedure		Current Page		Card ID	Patient Name	Room No	Acknowledged On
Sr.	Claim ID	Adm. No.	Admit Date	Card ID	Patient Name	GENERAL	25-Aug-2014 16:08
1	999999999	242050	14/08/2014	XXXXXXXXXX	Patient Name		

4. Check the details of patient for application of Unlisted Procedure.

Intimation	Claim ID	99999999	Patient Name	Patient Name
Bill Submission	Name Of ESM	Patient Name	Relation	Wife
Activities	Admission Date	14/08/2014 14:50	Expected Discharge Date	20/08/2014
Cancel Claim	<b>Patient Details</b>	<b>Admission</b>	<b>Details of Unlisted Procedure</b>	<b>Documents</b>
Cancel Accepted Referral	<b>Card Details</b>			
Stay Extension	" Card ID	99999999	" Service No.	99999999
Unlisted Procedure - NMI	" Name Of ESM	Patient Name	" White Card Applicable	No
Stay Extension - NMI	" Service	Army	" Rank	Nb Sub / Ris
Status - Extended Stay	" Card Type	Pensioner	" Category	Semi-Private
Unlisted Procedure	<b>Personal Information</b>			
Download Unlisted Procedure	" Relation with Card Holder	Wife	Gender	Female
Status - Unlisted Procedure	" Patient Name	Patient Name	" Age	50
Documents	" Patient's Aadhaar/UID Card Status			
MIS Reports	" Patient's Aadhaar/UID Number	NA		
Financial	" Address	167 TENGLI CHITAPUR	Pincode	
Review Request	" City	GULBARGA	Email	
Other	" State	Karnataka	Phone	
	" Mobile (Don't start with 0)	99999999	OR	



5. Go in the tab Details of Unlisted Procedure and give the relevant information. If the Hospital intends to do more than one procedure they can add more than one by clicking the Add More button.

**Application For Pre-Authorization of Unlisted Procedures**

Claim ID: 2026522      Patient Name: SHAKUNTALA  
 Name Of ESM: BHIMA RAO      Relation: Wife  
 Admission Date: 14/08/2014 14:50      Expected Discharge Date: 20/08/2014

Activities: Patient Details | Admission | **Details of Unlisted Procedure** | Documents

Please note: Upload Unlisted Procedure Document under Document Tab. Add More

Sr.no.	Procedure	Diagnosis/Reason	Estimated Cost
1	<input type="text"/>	<input type="text"/>	0.0
<b>Total</b>			<b>0.00</b>

6. Go to Documents Tab and Upload the supporting document for procedure request. The scanned document should be in PDF format and as per the requirement of site. Enter the remarks and submit.

**Application For Pre-Authorization of Unlisted Procedures**

Claim ID: 99999999      Patient Name: Patient Name  
 Name Of ESM: Name Name      Relation: Wife  
 Admission Date: 14/08/2014 14:50      Expected Discharge Date: 20/08/2014

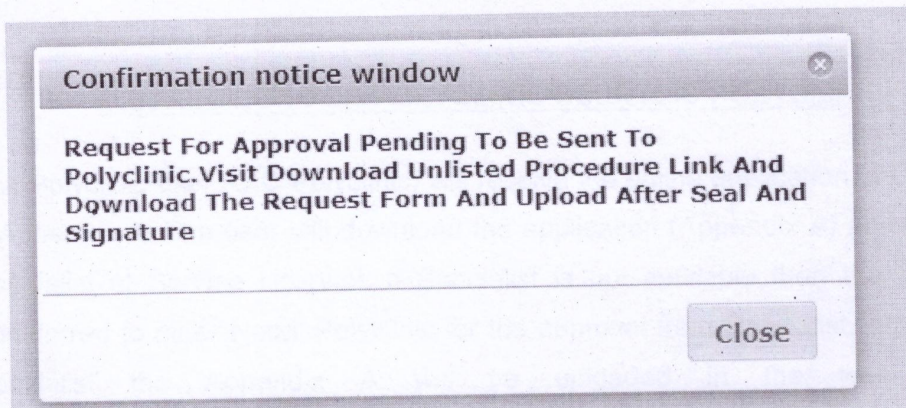
Activities: Patient Details | Admission | Details of Unlisted Procedure | **Documents**

The document must be scanned at minimum resolution of 200 DPI.

Doc. Type:  Choose File No file chosen Upload

Sr	Document Type	File Name	File Size	Remarks	Remove
1	Unlisted Proc. Supporting Documents	2026522_P_Unlisted Procedure Document.pdf	8 KB	Digitally Signed	

After the submit of the application a confirmation message will come for Download the Appendix A and upload from the Download Unlisted Procedure.



- Go to the link Download Unlisted Procedure and download the Appendix –A by clicking the link ‘Download Appendix – A’. After the seal and signature and digitally signing the Appendix A upload it under the link ‘Upload Signed Appendix A’. In case of wrong upload you can delete the uploaded document. And this will complete the application of the Unlisted Procedure – Appendix A to the Polyclinic.

Download And Upload Appendix A For Unlisted Procedure							
Menu	Sr.No	Claim ID	Counts	Applied Date	Estimated Cost	Download	Upload
Information	1	99999999	2	02-Nov-2021 12:39	740000.00	Download Appendix-A (Signed)	Delete Appendix-A
	2	99999999	2	02-Nov-2021 12:39	740000.00	Download Appendix-A (Signed)	Delete Appendix-A
Activities	3	99999999	2	10-Nov-2021 10:39	9000.00	Download Appendix-A	Upload Signed Appendix-A

- Cancel Claim
- Cancel Accepted Referral
- Stay Extension
- Unlisted Procedure - NMI
- Stay Extension - NMI
- Status - Extended Stay
- Unlisted Procedure
- Download Unlisted Procedure
- Status - Unlisted Procedure
- Documents

- For checking the status of the Unlisted procedure user can click the link Activities > Status – Unlisted Procedure as given in the screen below

Unlisted Procedure - Status								
Menu	Sr.No	Claim ID	Applied Date	Reason	Est.Cost	Sanc.Cost	Process Date	Status
Information	1	99999999	10-Nov-2021 10:39	Unlisted Procedure	6000.00	0.00		Applied
	2	99999999	05-Nov-2021 16:56	Unlisted Procedure - 1	2000.00	2000.00	05-Nov-2021 20:27	Approved
Activities	3	99999999	05-Nov-2021 16:56	Unlisted procedure - 2	2500.00	3000.00	05-Nov-2021 20:37	Approved
	4	99999999	02-Nov-2021 12:39	wetwewtw	700000.00	0.00		Transferred to Chennai
Cancel Claim	5	99999999	02-Nov-2021 12:39	New Proc	40000.00	0.00		Transferred to Chennai
Cancel Accepted Referral	6	99999999	01-Nov-2021 11:33	request for unlisted procedure	20000.00	20000.00	01-Nov-2021 12:17	Approved
Stay Extension	7	99999999	01-Nov-2021 09:46	Unlisted Procedure - 1	200.00	200.00	01-Nov-2021 09:49	Rejected
Unlisted Procedure - NMI	8	99999999	01-Nov-2021 08:54	Unlisted procedure - 2	2500.00	2000.00	01-Nov-2021 09:35	Approved
Stay Extension - NMI	9	99999999	01-Nov-2021 08:54	Unlisted Procedure - 1	3000.00	3000.00	01-Nov-2021 09:35	Approved
Status - Extended Stay	10	99999999	30-Oct-2021 21:11	sfasf	5000.00	5000.00	30-Oct-2021 21:23	Approved
Download Unlisted Procedure	11	99999999	25-Oct-2021 14:23	Unlisted procedure - 2	4000.00	3000.00	25-Oct-2021 14:15	Approved
Status - Unlisted Procedure	12	99999999	25-Oct-2021 14:23	Unlisted Procedure - 1	2586.00	2586.00	25-Oct-2021 14:15	Approved

- MIS Reports
- Financial
- Review Request
- Other

## INSTRUCTION FOR POLYCLINIC USER (OIC POLYCLINIC)

The Polyclinic user (OIC Polyclinic) will receive the online application of Unlisted Procedure – Appendix A. The user will download the application (Appendix A) and will forward to the Specialist at Service Hospital. If Specialist is not available then the application will be transferred to other Nodal Polyclinic for the approval from Specialist. After approval by the Specialist the Appendix A will be uploaded in the website of UTITSL (<https://www.echsbpa.utiitsl.com/ECHS>) after digitally signing by the OIC, Polyclinic. The steps to be followed along with the screen shot is given below:

Click the link Activities > Processing for Unlisted Procedure. This will give the list of the unlisted procedure application pending for approval/rejection.

List of claims with unlisted procedure.									
Menu	Sr.No	Claim ID	Unlist. ID	Region	Hospital	Counts	Applied Date	Last Proc Date	Estimated Cost
Information	1	999999999	10	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	1	10-Nov-2021 10:39		8000.00
Activities	2	999999999	1	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	1	25-Oct-2021 13:38		3000.00

Cancel Claim
Processing For Unlisted Procedure
HIS Reports
Reimbursement
Member Claims
Other

After clicking the claim ID the details of the application for unlisted Procedure will come. Verify the patient details and download the Appendix A from the uploaded document Tab. Send this to the Specialist at the Service Hospital for approval in the hard copy (physically). After getting the approval open the Tab Details of Unlisted Procedure and select the procedure and approve the amount as per the approval by the Specialist. After this upload the signed copy and digitally signed Appendix A from the Specialist. Go to Final Submission tab and upload the Appendix A. Once uploaded it can be deleted by the user.



EX-SERVICEMEN CONTRIBUTORY HEALTH SCHEME

Appendix A

Approval for Unlisted Procedure/Implant/Test at empanelled hospital

Part-I (To be filled by the empanelled hospital)

Claim ID.	99999999	Polyclinic	Secunderabad 2nd(Bowenpally)
Name of Patient	Patient Name Patient Name	Age	75
Gender	Male	Relationship with ESM	Self
Service No	99999999	Registration No	999999991
ESM Name	Patient Name Patient Name	Force Type	Air Force
ESM Contact Number	99999999 5	Email ID	
Hospital	Yashoda Super Speciality Hospital - Secunderabad		

Proposed treatment procedure/test/implant

Sr.No	Procedure	Diagnosis/Reason	Estimate		Sanctioned	
			Units	Amount	Units	Amount
1	Unlisted Procedure -1	Some reason	1	2000.00		
2	Unlisted procedure - 2	Some vague reason	1	3500.00		
Total Estimated Cost				5500.00		

Rupees(Amount in words : Five Thousand Five Hundred )

Case summary including investigation reports attached  Yes  No

Remarks \_\_\_\_\_

Date \_\_\_\_\_

Signature & stamp of treating physician/consultant

Part-II Endorsement by OIC Polyclinic

Received Date & Time \_\_\_\_\_

Sent to SMO Date & Time \_\_\_\_\_

Part-III To be filled by SEMO/SMO/PMO/CMO (Tick on only one which is applicable)

Approved  Not Approved

Forwarded For Approval To \_\_\_\_\_

Date & Place \_\_\_\_\_

Signature & stamp of SEMO

Part-IV To be filled by approving authority other than SEMO/SMO/PMO/CMO. Tick on which is applicable

Approved  Not Approved

Remarks \_\_\_\_\_

Date & Place \_\_\_\_\_

Signature & stamp

**Appendix A format.**

Menu		Approval process of Unlisted Procedures				
Intitana/Don	Claim ID	99999999	Patient Name	Patient Name		
Activities	Name Of ESM	Patient Name	Relation	Wife		
	Admission Date	14/08/2014 14:50	Expected Discharge Date	20/08/2014		
Cancel Claim	Patient Details	Referral	Uploaded Documents	Details of Unlisted Procedure - (1 Counts)	Final Submission	
Processing For Unlisted Procedure	Group	Date	Procedure	Justification/Remarks	Estimated Cost	Status
NIS Reports	Hospital User	10-11-2021 10:39	Unlisted Procedure	Details of diagnosis and reason to conduct the procedure	6000.00	Applied
Reimbursement		Status	Recommend for procedure			
Member Claims		Cost to be sanctioned	6000.0			
Other		* Remarks	afsaf			

Screen for entering the details of approved amount or reject the Unlisted Procedure request.

Menu		Approval process of Unlisted Procedures			
Intitana/Don	Claim ID	99999999	Patient Name	Patient Name	
Activities	Name Of ESM	Patient Name	Relation	Wife	
	Admission Date	14/08/2014 14:50	Expected Discharge Date	20/08/2014	
Cancel Claim	Patient Details	Referral	Uploaded Documents	Details of Unlisted Procedure - (1 Counts)	Final Submission
Processing For Unlisted Procedure	Approval Copy Of Appendix-A Upload Approval				
NIS Reports					
Reimbursement	* Transfer To Other Nodal PC	No	Secunderabad	Select Nodal Polyclinic	
Member Claims	* Remarks				
Other					Submit

Screen for uploading the Appendix A or transfer the application to other Nodal Polyclinic.

In case where the Specialist is not available with the Service Hospital the Nodal Polyclinic can transfer the request to other Nodal Polyclinic. This can be done by selecting the drop down "Transfer to Other Nodal PC" and selecting Yes and then select the Region and Nodal Polyclinic and after entering the remarks can Submit. This will transmit the online application of Unlisted Procedure to the other Nodal Polyclinic. After approval from the service hospital this polyclinic will upload the signed and digitally signed copy of Appendix A and this approval will go to the concerned Hospital. Hospital can check the status of unlisted Procedure approval in their login using link "Activities > Status – Unlisted Procedure".

## PRIOR APPROVAL : UNLISTED PROCEDURES/TESTS/IMPLANTS

### Reference

1. Our letter No B/49773/AG/ECHS dt 12 May 06.
2. Our letter No B/49778/AG/ECHS dt 14 Dec 10.

### Background

3. The prior approval procedure of ECHS as elaborated in our letter under reference at Para 1 was reviewed in light of experience gained thus far and recommendations on the subject received in response to our ibid letter at Para 2. After due deliberation revised procedure has been formulated and the same is enumerated in succeeding paragraphs.

### Prior Approval

4. Prior approval will be required only for those procedures, implants and tests (diagnostic) which are not listed in CGHS rate list of procedures/investigations/ceiling rates of implants. Prior approval for all such cases will be obtained by fastest means of communication to include fax and e-mail from ECHS Polyclinic. Approving authorities for prior approvals are as follows :-

	<u>Cost of procedure/test/implant</u>	<u>Approving Authority</u>
(a)	Less than two lakhs	SEMO/SMO/PMO/CMO
(b)	Two to four lakhs	Service Specialist in concerned speciality
(c)	Above four lakhs	Concerned Senior Advisor/Consultant at Zonal/Comd Hosp [(for NCR- BHDC/ AH (R&R)]

### Channel for Seeking Prior Approval

5. The onus of obtaining prior approval is on the empanelled hospital. It has been experienced that the hospitals have not lived upto expectations in this regard and have forced/coerced patients/their kin to run around with the prior approval documents from hospital to approving authorities. This shall not be accepted henceforth. The hospitals violating this procedure will invite disciplinary action for disempanelment/blacklisting. The documents will be sent by courier/ post/fax/e-mail and not by hand.

6. All prior approvals will be initiated by the Empanelled Hospital where the ECHS patient is undergoing treatment. It will be initiated on the proforma attached as Appx 'A' to this letter, before the proposed procedure/test is carried out. It is mandatory that the treating Specialist/Consultant attaches a detailed case summary justifying the proposed procedure/test/implant with the Appx A.

7. The channel of seeking prior approval is represented diagrammatically at Appx B.

8. The Empanelled Hospital initiating the Appx A will adopt the fastest means to forward the same to the concerned Polyclinic. The OIC Polyclinic will forward the documents to SEMO without delay. SEMO will dispose off all cases upto Rs two lakhs. Cases upto four lakhs will be forwarded to nearest service specialist and those beyond four lakhs will be forwarded directly to Senior Advisor/Consultant.

9. The approving authority after endorsing remarks/approval will forward the proforma back to the SEMO

10. If the SEMO/approving authority feels that the situation is emergent, he/she can communicate his/her opinion directly to the concerned Empanelled Hospital by fax/telephone. This has to be followed by sending the original ink signed hard copy to the concerned Polyclinic.

### Emergency Conditions

11. In certain emergency situations due to the urgency of the case or to save life or limb of a patient, prior approval may not be possible. In all such cases the proposed treatment should continue. **Emergent/life saving treatment will not be denied on the plea that 'Prior Approval' needs to be obtained.** However, the concerned Empanelled Hospital will, in discharge summary, give a detailed justification of the cause as to why the prior approval was not obtained for that particular procedure/test. There is no provision, however, of an ex post facto 'Prior Approval' and the Proforma (Appx A) will NOT be used in such cases.

### Disposal

12. The ink signed copy of prior approval, duly approved by the competent authority, will be attached in original along with the bills being submitted by the Empanelled Hospital for payment.

**Conclusion**

13. With the simplification of prior approval procedure it is expected that patients and their relatives will not be put to avoidable hardships. Stn HQ are requested to ensure that the aforestated instructions are communicated to all the Empanelled Hospitals/Nursing Homes/Diagnostic Centres in their AOR and that the Proforma for prior approval as per Appx A to this letter is made available in sufficient quantity to them.

14. Our letter No B/49773/AG/ECHS dt 12 May 2006 is superseded.

Sd/- X X X

MD ECHS

Authority : B/49778/AG/ECHS/PA/Ruling 28 Jun 2011



Appx A

(Refers to Para 6 of Central Organisation ECHS letter No B/49778/AG/ECHS/PA/Ruling dt 28 Jun 11)

ECHS Membership No .....

**APPROVAL FOR UNLISTED PROCEDURE/IMPLANT/TEST AT ECHS EMPANELLED HOSPITAL**

PART – I (To be filled by the Empanelled Hospital)

1. Name (Patient).....2. Relationship with ECHS Member .....
3. No ..... 4. Rank..... 5. Name (Member).....
6. Hospital.....
7. Diagnosis .....
8. Proposed Treatment Procedure/Test/Implants.....
9. Estimated Cost (Rs)..... (in words).....
10. Case summary including investigation reports attached (Yes/No)..... 11. Remarks .....
12. Date..... 13. Signatures & Stamp of Treating Physician/Consultant .....

PART II – ENDORSEMENT BY OIC POLYCLINIC

14. Received on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) and forwarded to SEMO on \_\_\_\_\_ at \_\_\_\_\_.

(OIC Polyclinic)

PART II (To be filled by the SEMO/SMO/PMO/CMO)

- 15.\* APPROVED/NOT APPROVED/FORWARDED FOR APPROVAL TO (competent approving authority)  
.....
  16. Date..... 17. Place..... 18. Signatures & Stamp of SEMO .....
- (\*Strike out whichever is not applicable)

PART III (To be filled by approving authority other than SEMO/SMO/PMO/CMO if applicable)

19. Remarks.....

**APPROVED/NOT APPROVED**

20. Date .....21. Place ..... 22. Signature with Stamp.....

Note

1. Empanelled Hospitals will forward this form directly to the OIC Polyclinic. Necessary case summary alongwith investigation reports will be enclosed by the Hospital.
2. SEMO will fwd the case summary & documents directly to the approving authority (if required) with recommendations.

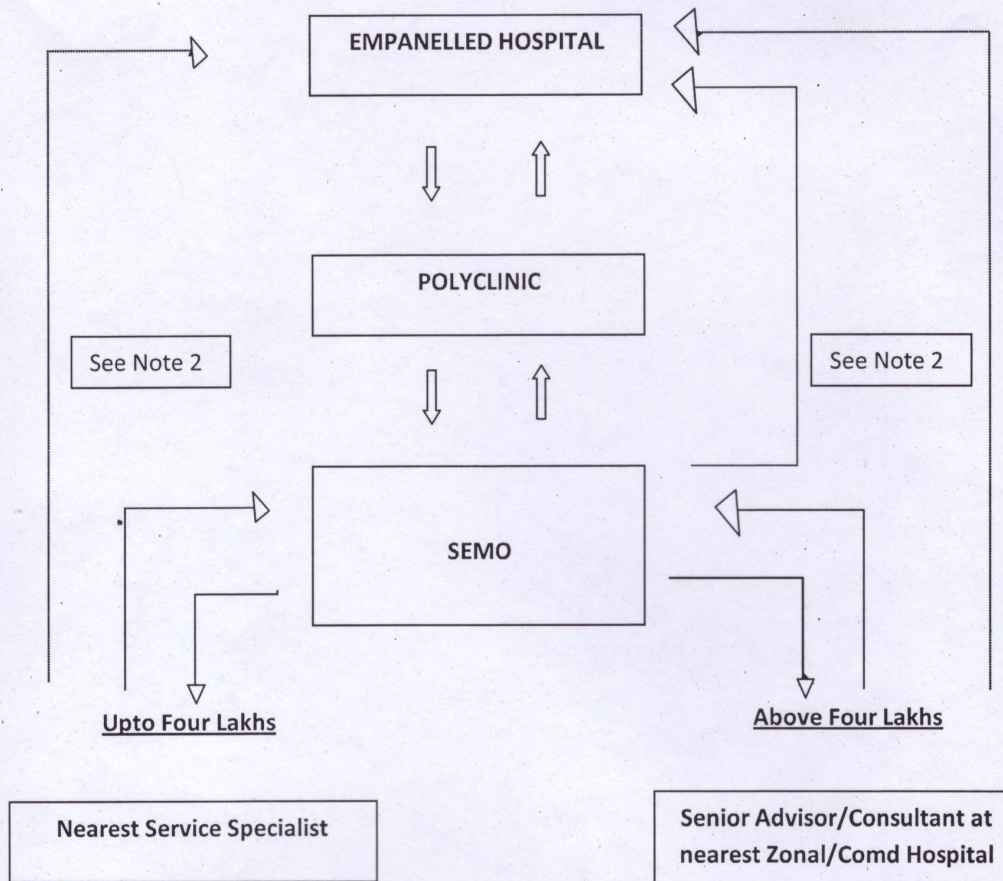
3. In emergencies, the hospital may proceed with the treatment/test/procedure and justify the cause in discharge summary.

Appx B

(Refers to Para 7 of Central Organisation ECHS letter No B/49778/AG/ECHS/PA/Ruling dt 28 Jun 11)

**PRIOR APPROVALS : UNLISTED PROCEDURES/TESTS/IMPLANTS**

**(CHANNEL OF APPROVAL)**



Notes

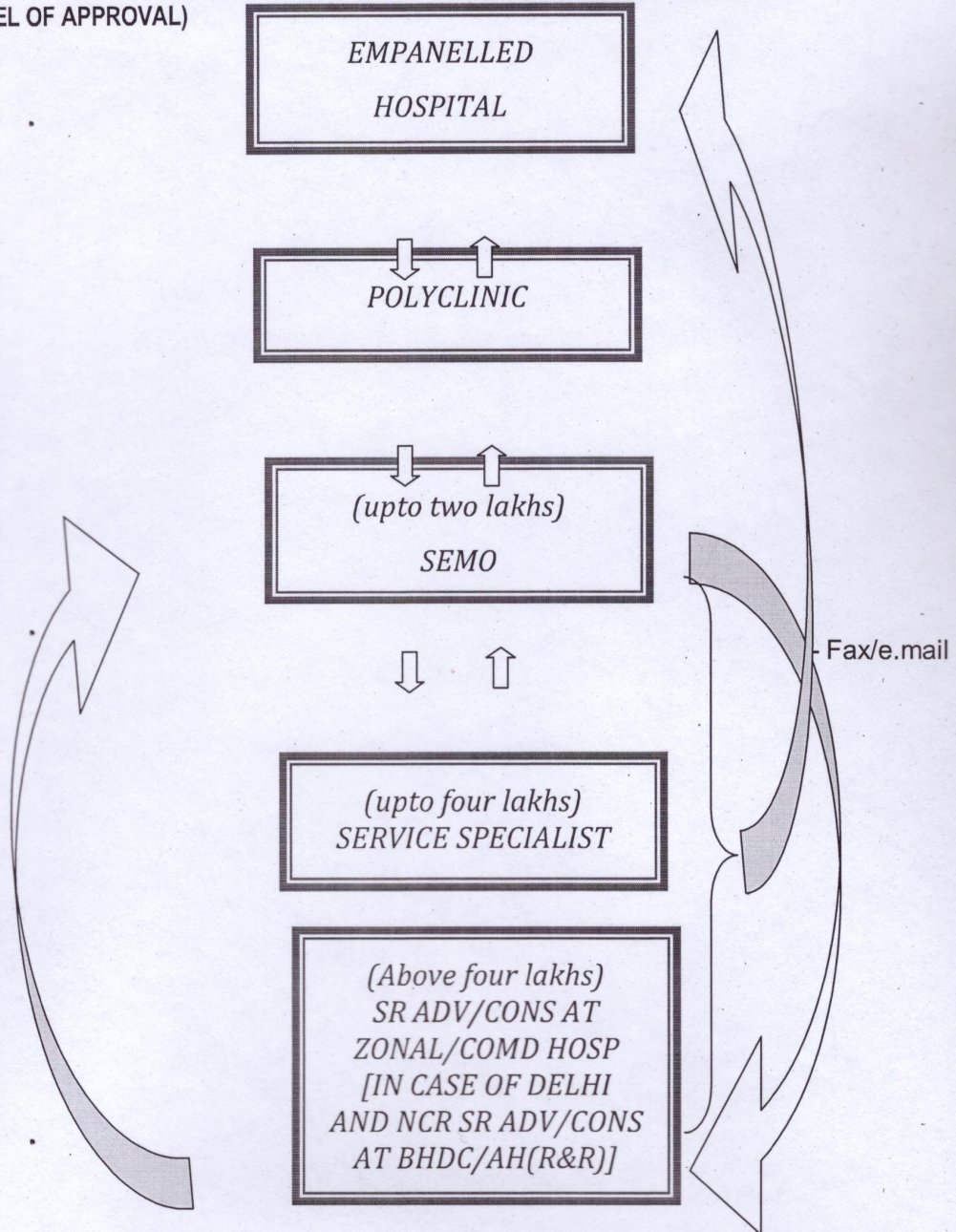
1. Movement of the Proforma for Prior Approval should be by fastest possible means.
2. Sanction be faxed/e-mailed to empanelled hospital to avoid delays. Ink-signed hard copies may follow as per channel indicated above.
3. In case of Prior Approvals above four lakhs the OIC ECHS will endorse a copy of approval to Regional Centre, ECHS for record.
4. It is mandatory to attach the original approved copy with the bills being submitted.

Appx B

(Refers to Para 8 of Central Organisation ECHS letter No B/49778/AG/ECHS/PA/Ruling dt Jun 11)

**PRIOR APPROVALS : UNLISTED PROCEDURES/TESTS/IMPLANTS**

(CHANNEL OF APPROVAL)



- Note 1. Movement of the Proforma for Prior Approval should be by fastest possible means.
2. Sanction be faxed/e-mailed to empanelled hospital to avoid delays. Ink signed hard copies may follow as per channel indicated above.
3. In case of Prior Approvals above four lakhs the OIC ECHS will endorse a copy of approval to Regional Centre, ECHS for record.
4. It is mandatory to attach the original approved copy with the bills being submitted.

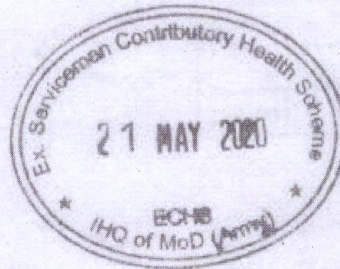
Tele: 25683476  
Mil: 36833

Central Organisation, ECHS  
Adjutant General's Branch  
Integrated Headquarters  
Ministry of Defence (Army)  
Thimayya Marg, Near Gopinath Circle  
Delhi Cantt-110010

B/49774/AG/ECHS/Referral/2020

20 May 2020

IHQ of MoD (Navy)/Dir ECHS (N)  
DAV, Subroto Park  
HQ Southern Command (A/ECHS)  
HQ Eastern Command (A/ECHS)  
HQ Western Command (A/ECHS)  
HQ Central Command (A/ECHS)  
HQ Northern Command (A/ECHS)  
HQ South Western Command (A/ECHS)  
HQ Andaman & Nicobar Command (A/ECHS)  
All Regional Centres



REVISION OF GUIDELINES REGARDING SIMPLIFICATION  
OF REFERRAL SYSTEMS UNDER ECHS

1. PI ref Gol MoD (DoESW) letter No 22D (06)/2019/(WE)/D(Res) dated 03 Feb 2020 (copy att).
2. Gol has simplified the referral systems under ECHS beneficiaries vide their letter as quoted in Para 1 above. The provisions now applicable for ECHS beneficiaries are as under:-
  - (a) Referral from ECHS Medical Officer/ECHS Specialist for consultation with Specialist at Private Hospitals Empanelled under ECHS shall be valid for 30 days in the same hospital.
  - (b) Referral shall be valid for consultation upto 03 times in the same Hospital within 30 days.
  - (c) Referral shall be valid for consultation with a maximum of 03 different Specialist, if required during a single visit.
  - (d) Advice of ECHS Medical Officer/ Specialist for listed investigations shall be valid for a period of 30 days.
  - (e) Advice of ECHS Medical Officer/Specialist for listed treatment procedure shall be valid for a period of 03 months.
  - (f) If any listed investigation advised by Specialist of Empanelled Hospital is required urgently as a medical emergency and certified as such, may be undertaken at the same Hospital.

Contd.....2/-

3. ECHS beneficiaries aged 75 years and above shall be permitted to seek direct OPD Consultation from Specialists of Private Hospitals Empanelled under ECHS without referral from ECHS Polyclinic. However, medicines prescribed will be collected only from Polyclinic. If any investigations/ procedures are advised and are required in emergency, no other authorization is required and the same may be undertaken. However, in non-emergency conditions approval of competent authority is required if any non-listed investigations/ procedures are advised. Medicines prescribed will be collected only from Polyclinics.

4. Critically ill ECHS beneficiaries shall be permitted for follow up treatment in ECHS Empanelled Hospitals as per the details given under:-

(a) Permission/Referral for post-operative follow-up treatment in respect of following post-operative conditions requiring frequent Consultations from Specialist at Private Hospitals Empanelled under ECHS need not be re validated from time to time on each occasion of the follow up treatment which may be under taken at CGHS rates without time limit. However it is advised to patients to revalidate the referral from PC once in six months.

(b) The consultation/ investigation are permitted under these follow-up cases. The conditions covered are:-

- (i) Post Cardiac Surgery Cases including Coronary Angioplasty.
- (ii) Post Organ transplant Cases (Liver, Kidney, Heart etc)
- (iii) Post Neuro Surgery Cases/ Post brain Stroke cases requiring regular follow-up treatment.
- (iv) End Stage Renal Disease/ follow up cases of Liver Failure.
- (v) Cancer treatment.
- (vi) Auto-immune disorder like Rheumatoid Arthritis requiring regular follow-up.
- (vii) Neurological disorder like Dementia, Alzheimer's disease, parkinsonism etc.

(c) Medicines prescribed may be provided by ECHS Polyclinic.

(d) However, if any non-listed investigation/ procedure are advised, during the follow up permission/ referral from competent authority shall be required except in emergency.

5. The action to be taken by various agencies are enumerated in the succeeding paragraphs:-

(a) Action to be taken by Polyclinics/Regional Centres

(i) Referral shall be valid for consultation upto 03 times in the same Hospital within 30 days. Validity of claim ID once used during the first visit needs to be extended for the next two visits also. Necessary changes in the UTI website will be carried out by CO ECHS.

(ii) Referral shall be valid for consultation with a maximum of 03 different Specialists, if required during a single visit. If the specialist at the pvt. Emp Hospital suggests for cross consultation then the same needs to be endorsed in the OPD note.

(iii) Separate dropdown menu in the BPA portal for uploading the claims by the Emp hospital in r/o veterans above 75 yrs age who have been neither referred nor are emergency cases will be made by BPA.

(iv) Validity of referral is not exceeding 30 days.

(v) Not more than three consultations have been taken on one referral.

(vi) Not more than three specialists have been consulted on one referral with due justification in clinical notes.

(vii) All pts as per Para 2 above are to be checked.

(viii) In case of veterans more than 75 yrs of age, the claims will be generated without any referral from the PC only for OPD consultation and emergency procedures. Referral will be required for non-emergency procedures.

(b) Action to be taken by Emp Hosps. Emp Hosps will ensure the following:-

(i) All pts mentioned in Para 2 will be implemented in letter and spirit.

(ii) For Para 2 (f), the info to PC is sent within 48 hours.

(iii) For Para 3 the claims will be uploaded in the separate dropdown menu of BPA portal for veterans more than 75 years of age who have been neither referred nor are emergency cases.

(iv) For Para 4 the hosp will advise patients for a review at PC after six months.

Contd .....4/-

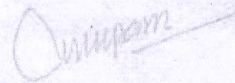
(c) Action to be taken by BPA.

(i) SDCPL. It is requested to incorporate the default provisions in referral generation module of software as mentioned vide Para 2 to 5 above, at respective touch points and confirm implementation status within seven days. A workflow in respect of same should also be submitted.

(ii) UTI-TSL. It is requested to incorporate provision mentioned vide Para 2 to 5 above in the claim initiation and referral acceptance procedure of empanelled hospitals in your online module and submit the workflow for same. The BPA teams should also be advised to take a note of these provisions in processing of online bills.

6. This policy shall be effective from date of issue of GoI MoD (DoESW) letter mentioned at para 1 of this letter.

7. For your info and necessary action pl.



(Anupam N Adhulia)  
Col  
Dir (Med)  
for MD ECHS

Encls: As above

Copy to :-

MoD (DoESW)  
DGAFMS/DG-3A  
DGMS (Army)/DGMS-5(B)  
DGMS (Navy)/Dir ECHS (Navy)  
DGMS (Air Force) (Med-7)  
DGDS  
CGDA

for info wrt you letter under ref

for info please.

UTI-TSL  
153/1, Above Farico Show Room  
First Floor, Old Madras Road  
Halasuru, Bangalore  
Karnataka-560 008

for info please.

Internal

(Ops & Coord) Sec, Claim Sec  
Stats & Automation Sec

for uploading the letter on ECHS website and  
issue of necessary direction to BPA as per Para 5 (c).