POLICY ON DURATION OF HOSPITALISATION


2. The empanelled Hospitals, ECHS authorities at various levels and SEMO have been found to be filling the Appx 'A', 'B' and 'C' incorrectly which can invite audit observations later on.

3. An advisory in this regard is forwarded with this letter as Appx and flow chart for the info of all. All Regional Centres will intimate the same to the various Polyclinics under their AoR and to their empanelled Hospitals to follow the guidelines strictly.

4. All service HQ's are requested to info the various SEMO's under their command and the OIC Stn Cell ECHS to adhere to the policy strictly.

(Vijay Anand)
Col
Dir (Med)
for MD

Encls: As above.
Copy to :-
DGAFMS-DG-3A
DGMS (Army)/DGMS-(B)
DGMS (Navy)/Dir ECHS (Navy)
DGMS (Air Force) (Med-7)
All Regional Centres
UTI-ITSL
153/1, Above Farico Show Room
First Floor, Old Madras Road
Halasuru, Bangalore
Karnataka-560 008
Internal
(Ops & Coord) Sec
Claim Sec
Stats & Automation Sec - for uploading the letter on ECHS website.
FLOW CHART

(To be filled up by empanelled Hosp for extension of Hospitalisation beyond 12 days
upto 30 days)

COMMON MISTAKES

(a) Date of visiting the patient and date of admission are same.

(b) No dates are mentioned under the signature block of auth rep/treating physician of
the Hosp.

Appx `B`

(For extension from 31 days to 60 days)

COMMON MISTAKES

(a) Date of admission and date of visiting the patient are same.

(b) Appx `B` is not countersigned by Dir RC, Jt Dir (Med) and rep of Stn HQ.

(c) SEMO signing instead of rep of SEMO.

(d) All COLUMNS of Part II are not filled correctly.

Appx `C`

(For extension from 61-120 days)

COMMON MISTAKES

(a) Late submission of the appendices by the Hosp and ECHS authorities to Central Org
ECHS.

(b) Appendices in a bunch are forwarded rather than single appx for one approval.

(c) Members of tech committee are not leaving any space for Dir (Med) and MD ECHS
to sign.
<table>
<thead>
<tr>
<th>S/No</th>
<th>Duration of hospitalization</th>
<th>Salient features of policy</th>
<th>Common mistakes</th>
<th>Remedial measures</th>
</tr>
</thead>
</table>
| 1    | Upto 30 days                | (a) Appx 'A' is initiated by hospitals to accord sanction by OIC ECHS Polyclinic after 12 days of hospitalization.  
(b) MO Polyclinic is required to visit the patient after receiving Appx 'A' and fill up the date of visiting the patient on para 13 of part-II of the appendix  
(c) Date of signing the Appx 'A' is to be mentioned by the hospital rep. | (a) Date of visiting the patient and date of admission are same  
(b) The hospital advises discharge of patient in the summary forwarded with Appx 'A' but the ECHS authorities grant extension.  
(c) No date is mentioned by the hospital rep under the signature block. | (a) OIC Polyclinic to check the anomaly before approving the Appx 'A'.  
(b) -do-  
(c) All empanelled hospitals to be instructed by Dir RC to strictly follow the policy. |
| 2    | From 30 days upto 60 days   | (a) Appx 'B' is initiated by the hosp.  
(b) A technical committee comprising of MO Polyclinic, rep of SEMO (tech member) and rep of Stn HQ visits the patient to ascertain that the finality of treatment has been reached or not. | (a) Date of visiting the patient and date of admission are same.  
(b) The hospital advises discharge of patient in the case summary on Appx 'B' but the ECHS authorities still grant further extension.  
(c) The Appx 'B' is not countersigned by the approving authorities i.e. Dir RC and Jt Dir (Med).  
(d) SEMO is signing on the form instead of his rep which is not possible as SEMO is generally either the CO of MH or a senior officer who can not be relieved to visit the patient. Hence, the technical aspect of the policy is neglected. | (a) Jt Dir (Med) of the RC to check.  
(b) Dir RC & Jt Dir (Med) to check the anomaly before approving the Appx 'B'.  
(c) Dir RC and Jt Dir (Med) to familiarize themselves with this policy.  
(d) SEMO should not sign on behalf of his rep which is incorrect. A letter in this regard to be forwarded by Jt Dir (Med) to the SEMO. |
<table>
<thead>
<tr>
<th></th>
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<th>(e) Part II of the Appx 'B' columns are not filled up properly.</th>
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<tbody>
<tr>
<td></td>
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<td>(f) No dates are mentioned either for the duration of extension required or under the signatures of the concerned officers.</td>
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<td>(g) The appendix is not signed by the rep of Stn HQ.</td>
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<tr>
<td>3</td>
<td>From 61 days upto 120 days</td>
<td>(a) Appx 'C' are being forwarded much later than the period of hospitalization required for extension.</td>
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<td>(b) Appx 'C' in a bunch are being forwarded to Central Org ECHS rather than one appx for only one period.</td>
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<td>(c) Officers countersigning as Appx 'C' are taking up the space earmarked for Dir(Med) and MD ECHS which is not in order.</td>
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<td>(d) Officers not authorized to sign on the Appx 'C' are also signing leaving no space for Dir (Med) and MD ECHS for counter signing.</td>
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<td>(e) MO Polyclinic to ensure it.</td>
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<td>(f) - do -</td>
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<td>(g) OIC ECHS Stn HQ should keep himself abreast with all policies.</td>
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<td>(a) OIC ECHS Polyclinic to monitor and if the delay is on part of the hospital then it should be warned.</td>
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<td></td>
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<td>(b) -do-</td>
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<td>(c) Members of technical committee to ensure.</td>
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<td>(d) SEMO should nominate a concerned spl ofr to visit the patient and give his recommendations.</td>
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<td>(e) A stamp giving approval vide Central Org ECHS letter No B/49778/AG/ECHS/PA/Ruling dt 28 Dec 11 has been put under the signatory block of MD ECHS which is incorrect as the ibid letter pertains to prior approval for unlisted procedures/tests/implants.</td>
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<td>(e) Being done by one SEMO which is not in order.</td>
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