

**PARADIP PORT TRUST
MEDICAL DEPARTMENT**

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NO.CMO/GL/B/27/2011(PT)/432

Dated, the 31.03.2014

C I R C U L A R

This is for information of all retired employees of Paradip Port Trust that the guidelines have been framed for retired employees and their spouses seeking treatment in PPT Hospital, empanelled hospitals of PPT and Hospitals other than the empanelled hospitals, enrolled under PPT Employees(Contributory Outdoor & Indoor medical benefits after retirement) Regulations, 2013.

- 1. Production of Identity Cards issued by CMO, PPT is mandatory for treatment in PPT Hospital and its empanelled hospitals.*
- 2. Medical Case Books issued to the retired employees and their spouses are meant for keeping medical records of the individual not for identity purpose.*
- 3. A retired employee and his/her spouse can avail treatment at PPT Hospital both outdoor and indoor as normally admissible to employees in service. However, in case of chronic diseases, medicines can be issued for a period upto three months.*
- 4. A retired employee and his/her spouse can avail outdoor treatment in any of the empanelled hospitals without any pre-payment .However, he/she has to inform the CMO prior to taking treatment in the empanelled hospitals.*
- 5. The retired employee and his/her spouse can avail indoor medical treatment in any of the empanelled hospitals on production of Identity Card without any pre payment. However, he/she has to seek prior permission of CMO, PPT.*

6. *In case of emergency , the retired employee and his/her spouse can seek admission on production of Identity Card without any pre- payment in the empanelled Hospitals . He/She has to inform the CMO by SMS/email/fax/mobile call/phone call within 24 hrs. The emergency of treatment can be considered as follows:*
 - a. *Accident/traumatic injuries*
 - b. *Hemorrhage/shock*
 - c. *Diphtheria,Tetanus/*
 - d. *Gas gangrene/typhoid/gastroenteritis/encephalitis.*
 - e. *Cardiac emergency/acute hypertension*
 - f. *Acute abdomen*
 - g. *Obs-gyn emergency*
 - h. *Genitourinary emergency*
 - i. *Foreign bodies –ENT, Eye/Retinal detachment in the eyes*
 - j. *Onset of psychiatric disorder*
 - k. *Coma*
 - l. *Any other illness which in the opinion of CMO constitutes an emergency.*
7. *The retired employee and his/her spouse staying in other locations in India, where referral hospitals of PPT are not available can seek treatment in any other hospital within India and send the medical bills duly certified by the treating physician with his official seal to CMO PPT for reimbursement . However, the person should take prior permission of CMO, PPT in writing. In case of emergency admission he/she has to inform CMO by SMS/email/fax/mobile call within 24 hrs.*
8. *Reimbursement of hospital bills for both outdoor and indoor treatment by empanelled hospitals and hospitals other than the empanelled hospitals will be made as per CGHS rates or actual rates which ever is less.*
9. *For reimbursement of medical bills, the retired employee has to send the bill duly countersigned by the Treating Physician of the Hospital to CMO., PPT directly. The individual should always mention the followings on the treatment given below with the bills for reimbursement of expenditure. The claimant should purchase medicines for not more than one month at a time irrespective of his duration of treatment within seven days of prescription from treating physician.*

The retired employee should make an application to CMO, PPT for claiming reimbursement of medical expenditure. The claim should be submitted within one month of recovery/discharge from the hospital. The following documents are required to be attached:

- a. Name of the Patient.*
- b. I. Card No. issued by CMO, PPT :*
- c. PPO No.*
- d. Contact number with address for correspondence.*
- e. Nature of disease.*
- f. Amount claimed:*
- g. original bills duly countersigned by the treating physician with his official seal.*
- h., Discharge summary of the hospital, if any.*
- j. Detail list of all medicines, investigation reports and doctor's visit with date.*
- k. Photo copy of prescription of the treating physician both outdoor & indoor.*
- l. Photo copy of identity card issued by CMO, PPT with his/her full signature*

The admissibility of the claim will be as per M.A. Rules & CGHS rates.

Sd/- Dr.S.K.Nayak
CHIEF MEDICAL OFFICER
PARADIP PORT TRUST

LIST OF REFERRAL HOSPITALS

Sl.No	Name & address of the Hospital	Diseases for referral	Telephone / FAX No./E-mail
1	West End Hospital, Plot No.C-1120, Sector-6, C.D.A., Cuttack-753014	Orthopedic Cases	0671-2360703, 2360708
2	Global Hospital, 6-3-1070/11a 4, Lakdi-ka-pool, Hyderabad-500 004	Cardiac Surgery, Laparoscopic Surg., Hepatology, Urology, Nephrology	040-2324 844 / Fax-040-2324 4455 E-mail: info@globalhospital.net
3	Health Care, Malatabab Road, Cuttack-753012	General Surgery, General Medicine, Laparoscopic Surgery, Oncology	0671-2330917, FAX-0671-2332140
4	Sun Hospital, Tulsipur, Cuttack-753 008	Gynecology, Emergency Care, General Medicine, MRI, Fluoroscopy	0671-2391402, 2307126 FAX-0671-2307125 E-mail: info@sunhospital.com
5	Hemlata Hospitals & Research Centre, Nalco Square, BBSR-751 023	Cancer	0674-2302333, 2302448 FAX-0674-2301423, E-mail: info@hemlatahospitals.com
6	Kalinga Hospitals, Chandrasekharpur, Bhubaneswar-751023	Heart/Lungs, Kidney, Neurosurgery	0674-2391227, 2301224, 2306570 / FAX-0674-2300711 E-mail: kalingahospitals@gmail.com
7	L. V. Praud Eye Institute, Bata, Bhubaneswar-751024	Eye Disease	0674-3989208, 2725424 / FAX-0674-3987130 E-mail: bci-appointment@vysi.org
8	Sankar Netralaya, B.B. College Road, Cuttack-600 006 (NO CREDIT FACILITY)	Eye Disease	044-2823 1556 / FAX-044-28254180 E-mail: appointment@sankar.netralaya.org
9	J.P.M. Rotary Eye Hospital & Research Institute, CDA, Sector-VI, Bidanani, Cuttack-753 014 (NO CREDIT FACILITY)	Eye Disease	0671-2303994, 2364485, 2364741 FAX-0671-2304741 geni@aryan.net.in
10	Ashwin Hospital, Sector-1, C.D.A., Bidanani, Cuttack-753 014	Trauma/Accidents/Neuro & Plastic Surgery	0671-2363003, 2363008, 2363009 FAX-0671-2363010
11	AdityaCare Hospital, Plot No.-329/1929 (P), Chandrasekharpur, BBSR-753014	Cardiac Diseases	0674-3053200/001/202 FAX-0674-3053223
12	Apollo Hospital, Jubilee Hills, Hyderabad-500 033	Cardiology	040-23607777 Telefax-040-23546732
13	Apollo Hospital, Plot No.251,Old Kanik School Road, Unit-15, BBSR	All Disciplines	0674-6661066/6661016, Fax-286981 E-mail: Apollo-hospitals.com
14	Add Hospital Pvt. Ltd., College Square, Cuttack-753 003	General Surg., Medicine / Pediatrics, Orthop. & emergency Care	0671-2648730/2649730
15	Panda Care Hospital, Telenga-pentha, NH-5, Cuttack-753 051	General surgery & Oncology	0671-2586377/2586982, Fax-2586981 E-mail: pchospital@gmail.com
16	Bhubati Bhrasas Memorial dental Hospital & Res. center, Ranchi Bazar	Dental	0671-3415260, M.No.94370-70280 Drsdipak.Poddar@gmail.com
17	Sparsh Hospitals & Critical care, (P) Ltd., A-407, Sajid Nagar, BBSR-751 007	Gen. surgery, gen. Medicine, O & G Urology, Orthopaedics, ENT, Oncology, Neurosurgery & Neurosurgery	0674-2540188/2540189 E-mail: Sparshhospitals@rediffmail.com
18	Shanti Memorial Hospital Pvt., Ltd., Pansik colony, Thoria Babi, Cuttack-753 001	Gen. Surgery, Gen. Medicine, Urology, Orthopaedics, Neurosurgery & Critical care	0671-2414550/2415260 E-mail: insurance@shantimedicalhospital.com
19	Kananga Diabetes Specialists, 1120, Dhembrai, BBSR-751 019	Complicated Diabetic Cases & All Disciplines	0674-3471200/301/302 E-mail: kiddbm@gmail.com
20	Sahayadri general Hospital & Research Centre, Mahanadi-vihar, Cuttack	General surgery, general Medicine, O & G, emergency & Critical care	0671-2445705/06/07/08, Fax-2445709
21	Crescent Dental care Hospital, First & Second Floors, Heart Clinic Building, Ranchi, Cuttack-753	Dental	0671-2428002, Fax-0671-2414047, M.No.9437304966 E-mail: dd@crestdental.co.in
22	Dr. Agarwal's Eye Hospital, BRTC Tower, Link Road Square, Madhavpura, Cuttack-753 010	Eye	Ph.0671-2342288, 2342288, E-mail: cuttack@devarwajl.com
23	Vivekanand Hospital, Fire Station Square, Baratunda, BBSR-751 003	All Disciplines	Ph.0674-2565357, 2361402, 2361403, Fax-2563891. E-mail: vivekanandhospital_3b@gmail.com
24	M/s. Swarna Hospital (P) Ltd., C-1, Jayadev vilas, BBSR-751 013	All types of Diagnostic services	
25	M/s. Add Annex Health Care Pvt. Ltd. College Square, Jnusupatna (Near Bombay Hotel), Cuttack-753 003	All types of Diagnostic services	0671-2527700 E-mail: add Annex@yahoo.in
26	Sun Diagnostic Centre, CTC	All types of Diagnostic services	
27	Hope Diagnostic Centre, BBSR	All types of Diagnostic services	
28	Yashoda Hospital, Behind Hari Hara Kala Bhawan, S.P.Road, Secunderabad-500 003	All types of Diagnostic services, Oncology, Cardiology/Cardiothoracic Surgery, Joint replacement, Neurology /Neuro Surgery, Nephrology/Organ transplant	Ph.040-23319999-Fax-040-23370655-Mob No.09959841444 www.yashodahospital.com
29	Centre for Sight, B-5/24, Saffordian Enclave, Near Deer Park, New Delhi-110029	Eye Care	Tel No.-011-45738888 www.centrefoights.net
30	Medical Synergic Pvt Ltd., Kolkata-700099	All Discipline	Tel.033-66520000 Fax.033-24264967 E-mail: Contactus@medicasynergic.in
31	Seven Hills Hospitals, Visakhapatnam- 530 002	All Discipline	Tel.0891-6677777
32	Sadguru Hospitals, Jagatpur, Cuttack-754021	All Discipline	Tel.0671-2491626 Fax-0671-2491726
33	Star Hospitals, Banjara Hills, Hyderabad-500034	All Discipline	Tel.04044777777 Fax.040-23356788 E-mail: info@starhospitals.in
34	KGMS, BBSR-751 024	All Discipline	Tel.0674-2305300 Fax.0674-2725415 E-mail: kgms@kgms.ac.in
35	Medanta, Gurgaon, Haryana-122 001	All Discipline	Tel.0124-4141414 Fax.0124-4834111 E-mail: info@medanta.org
36	Fortis Healthcare Ltd., Gurgaon, Haryana-122 001	All Discipline	Tel.0124-4921021 Fax.0124-4921041 E-mail: emprem@fortishealthcare.com
37	Betra Hospital, Tughlaqabad, Delhi-110044	All Discipline	Tel.011-29958747 Fax.011-29956255
38	ANRI Hospitals, Khandaqir, BBSR-751 030	All Discipline	Tel.0674-6666600 E-mail: info_blue@anrihospitals.in

In addition to above SCBMC&H, Cuttack, Nirtar, Olatpur and Hospitals which are in the MA Rules are our referral centers of PPT Hospital.



BY SPEED POST

**PARADIP PORT TRUST
MEDICAL DEPARTMENT**

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NO.CMO/GL/B/27/2011(pt)/234

Dated, the 19th Feb.2014.

To

(All Referral Hospitals)
(As per the list enclosed)

Sub: Treatment of Retired employees under Paradip Port Trust Employees (Contributory Outdoor and Indoor medical benefits after retirement) Regulation, 2013.

Ref: This office letter No.CMO/GL/B/27/2011(pt)/1692 dated 28.11.2013

Sir:

With reference to the present empanelment of your Hospital/Nursing Home as referral Centre of Paradip Port Trust, I impress upon you to extend treatment facility to the retired employees under Paradip Port Trust Employees(Contributory Outdoor and Indoor Medical benefits after retirement) Regulations, 2013 at CGHS rates with the following terms and conditions and modalities of payment. No other terms and conditions beyond the following terms and conditions will be entertained.

1. The payment will be made directly to the referral hospital by Paradip Port Trust after the bill is scrutinised by the Medical Department as per CGHS rates only and on acceptance/confirmation by the Medical Department.
2. Schedule of charges for treatment of beneficiaries will be as per rates fixed by CGHS MA Rules applicable for Bhubaneswar.
3. Package rate for specific procedure envisage duration of indoor treatment as specified CGHS M.A. Rules, Additional charges for extended period of stay shall be allowed, if cause of extension is justified by the treating physician and confirmed by the Chief Medical Officer, Paradip Port Trust.
4. The package rates mentioned in M.A. Rule is meant for semi-private room accommodation. If the beneficiary is entitled for General Ward , there will be a decrease of 10% of rates and for private ward for entitlement there will be an increase of 15%. The rates for investigations shall be same irrespective of entitlement.

5. Your Hospital should not charge more than the package rates.
6. “Package Rate” shall mean and include lump sum cost of in-patient treatment/day care/diagnostic procedure for which beneficiary has been permitted by the Competent Authority or for treatment under emergency from the time of admission to the time of discharge including(but not limited to) (i)Registration charges(ii) admission charges (iii) accommodation charges including patient's diet(iv) operation charges (v) injection charges (vi) dressing charges (vii)Doctor/Consultant visit charges (viii)ICU/ICCU charges(ix) Monitoring charges (x) Transfusion charges (xi) Anaesthesia charges (xii) cost of surgical disposables and all sundries used during hospitalization (xv) cost of medicines (xvi) related routine and essential investigations (xvii) physiotherapy charges etc.(xviii)Nursing care and charges for its service.
7. In case there is no prescribed rate in M.A. Rules for any test or procedure , then item wise admissible rates should be the actual cost.
8. If the rate for treatment procedure/test of referral hospital are lower than the CGHS prescribed rates then the charges are to be reimbursed as per actual.
9. Cost of implants is reimbursable in addition to package rates as per CGHS ceiling rates of implants or as per actual in case there is no CGHS prescribed ceiling rates. In absence of CGHS prescribed ceiling rates for implants the rate is to be concurred by Finance and Accounts Deptt. and approval of Chairman, PPT shall be taken for payment by the respective department/office.
10. The retired employee and his/her spouse can take both outdoor and indoor treatment by producing his/her Identity Card issued by the Chief Medical Officer, Paradip Port Trust to the empanelled Hospital without pre-payment. One Xerox copy of Identity Card duly signed by the retired employee/spouse has to be submitted in the Hospital for direct reimbursement of the actual cost of such treatment from Chief Medical Officer, PPT.
11. Recognised Hospitals shall honour credit facility letter issued by the Medical Department duly signed by concerned Specialist/EMO & Patient/Attendant for rendering treatment on credit basis.
12. In case of emergency, the retired employee/spouse should be admitted forthwith on production of Identity Card without any pre-payment. However, the Hospital should inform the CMO., PPT regarding such admission by Fax or by E-mail/SMS at the earliest.
13. The retired employee and his/her spouse can avail indoor treatment(other than emergency)on the basis of identity Card without any pre-payment. In this case also, the empanelled hospital has to inform the CMO., PPT by Fax/email/SMS at the earliest.

14. The entitlement of accommodation in empanelled hospital is mentioned below. It is in consonance with the Class of employees at the time of retirement /cessation of service.

Class – IV	..	General Ward
Class –III	::	Semi Private Ward
Class-I & II	..	Private Ward.

The Class of the retired employee is mentioned in his/her Identity Card.

15. If any patient desires for higher type accommodation other than his eligibility the same may be provided on direct advance payment without any risk and responsibility of PPT.

16. Differentiation of major and minor procedure should be determined as per case to case basis by CMO, PPT. If one or more procedure form a part of major treatment procedure, then package charges would be permissible for major procedure and only 50% of charges for minor procedure.

17. The OPD patients will purchase medicines duly prescribed and signed by treating Doctor with seal for reimbursement.

18. Full treatment and medicines will be provided during indoor treatment on credit basis by the treating hospital.

19. Any legal liabilities arising out of such services shall be the sole responsibility of the concerned empanelled hospital.

20. All other terms and conditions applicable to regular employees are applicable to the retired employee and his/her spouse.

You are requested to submit your acceptance to the above terms and conditions to the Chief Medical Officer, Paradip Port Trust within 15(fifteen) days of receipt of this letter and if nothing is received within the stipulated date, it will be presumed that you have nothing to say in this regard and **it will be treated as token of your acceptance.**

**Sd/-(Dr.S.K.Nayak) 19.2.2014
CHIEF MEDICAL OFFICER
PARADIP PORT TRUST**

TOKEN OF ACCEPTANCE

To

The Chief Medical Officer
Paradip Port Trtust.

Sir:

We hereby acknowledge the receipt of your letter No.CMO/GL/B/27/2011(pt)/ 234 dated 19th Feb,2014 and accept the terms and conditions as laid down therein for treatment of retired employees of PPT as and when would be referred by you.

Sig. of authorised representative
of the Hospital with seal