

## EMPANELMENT MODULE

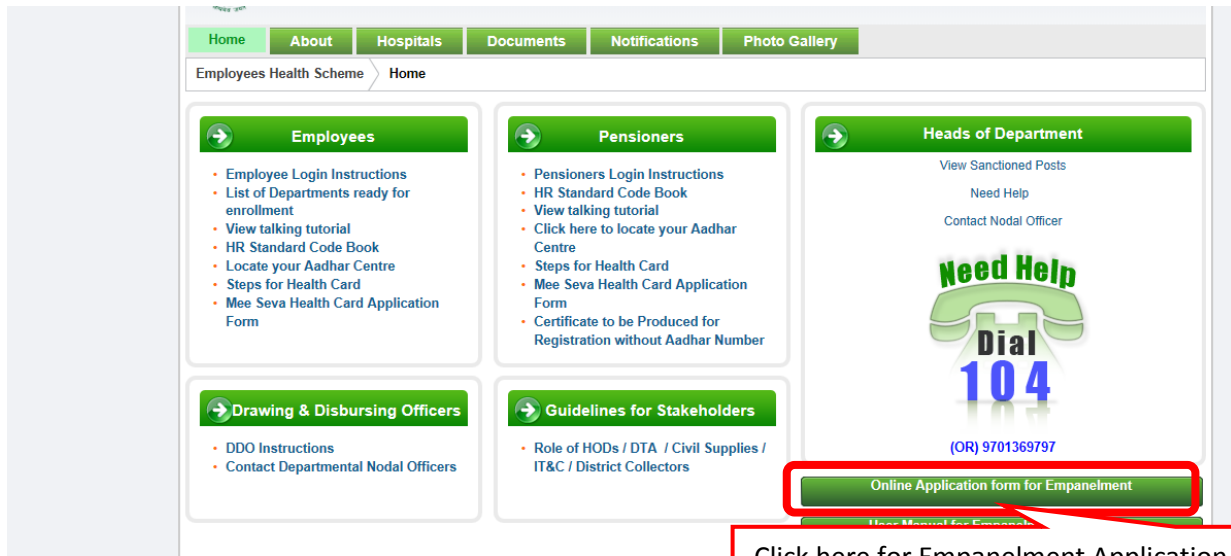
This Module explains the online application online submission of hospital information. It also explains how the processing is done with regard to hospital empanelment and hospital surveillance thereafter. This module is divided into:

**Part I:** Online Application, Hospital Information & Empanelment Work Flow

**Part II:** Offline Application, Hospital Information & Empanelment Work Flow

### Part I: Online Application, Hospital Information & Empanelment Work Flow

#### Screen shot I : View of the application form.



The screenshot displays the 'Employees Health Scheme' website interface. The top navigation bar includes 'Home', 'About', 'Hospitals', 'Documents', 'Notifications', and 'Photo Gallery'. Below this, the 'Home' page is shown with a breadcrumb trail 'Employees Health Scheme > Home'. The main content area is divided into several sections:

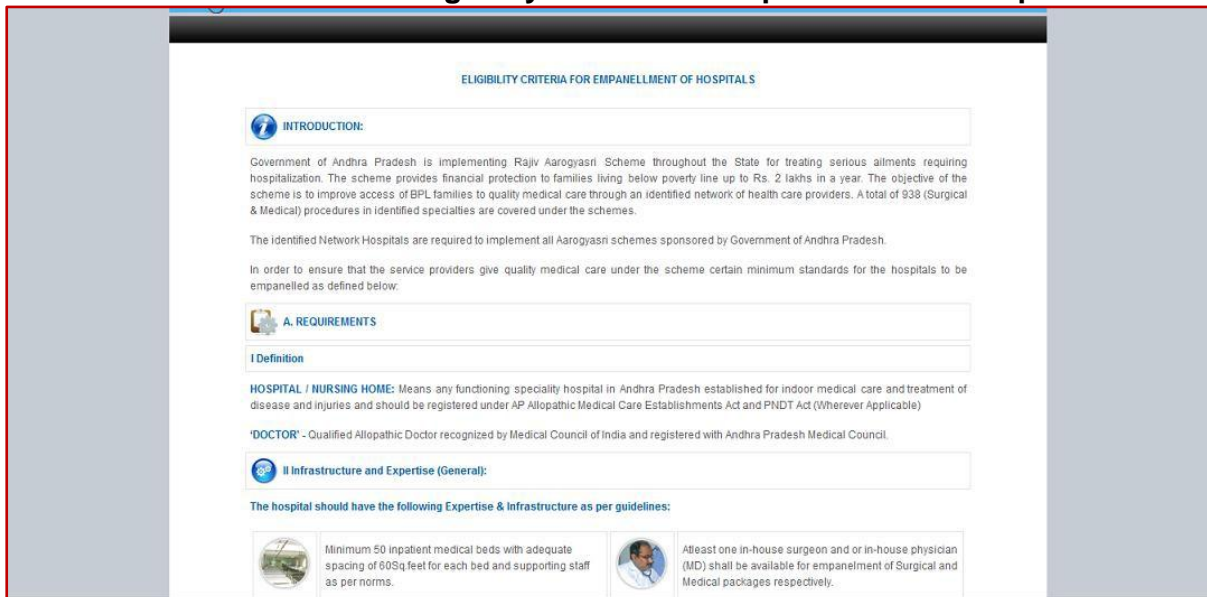
- Employees:** Includes links for Employee Login Instructions, List of Departments ready for enrollment, View talking tutorial, HR Standard Code Book, Locate your Aadhar Centre, Steps for Health Card, and Mee Seva Health Card Application Form.
- Pensioners:** Includes links for Pensioners Login Instructions, HR Standard Code Book, View talking tutorial, Click here to locate your Aadhar Centre, Steps for Health Card, Mee Seva Health Card Application Form, and Certificate to be Produced for Registration without Aadhar Number.
- Heads of Department:** Includes links for View Sanctioned Posts, Need Help, and Contact Nodal Officer.
- Drawing & Disbursing Officers:** Includes links for DDO Instructions and Contact Departmental Nodal Officers.
- Guidelines for Stakeholders:** Includes a link for Role of HODs / DTA / Civil Supplies / IT&C / District Collectors.

A prominent green button labeled 'Online Application form for Empanelment' is highlighted with a red box. Below it, a red arrow points to the text 'Click here for Empanelment Application.' which is also enclosed in a red box. To the right of the button, there is a 'Need Help Dial 104' graphic with the contact number '(OR) 9701369797'.

Screen Shot I

Click on "Online Application for Empanelment of Hospitals" as shown in Screen Shot-I

#### Screen shot II : View of the Eligibility Criteria for Empanelment of Hospitals



The screenshot shows the 'ELIGIBILITY CRITERIA FOR EMPANELMENT OF HOSPITALS' page. The page is structured as follows:

- INTRODUCTION:** Government of Andhra Pradesh is implementing Rajiv Aarogyasri Scheme throughout the State for treating serious ailments requiring hospitalization. The scheme provides financial protection to families living below poverty line up to Rs. 2 lakhs in a year. The objective of the scheme is to improve access of BPL families to quality medical care through an identified network of health care providers. A total of 938 (Surgical & Medical) procedures in identified specialties are covered under the schemes. The identified Network Hospitals are required to implement all Aarogyasri schemes sponsored by Government of Andhra Pradesh. In order to ensure that the service providers give quality medical care under the scheme certain minimum standards for the hospitals to be empanelled as defined below.
- A. REQUIREMENTS**
  - I Definition**
    - HOSPITAL / NURSING HOME:** Means any functioning speciality hospital in Andhra Pradesh established for indoor medical care and treatment of disease and injuries and should be registered under AP Allopathic Medical Care Establishments Act and PNMT Act (Wherever Applicable)
    - DOCTOR:** - Qualified Allopathic Doctor recognized by Medical Council of India and registered with Andhra Pradesh Medical Council.
  - II Infrastructure and Expertise (General):**
    - The hospital should have the following Expertise & Infrastructure as per guidelines:
      - Minimum 50 inpatient medical beds with adequate spacing of 60Sq. feet for each bed and supporting staff as per norms.
      - Atleast one in-house surgeon and or in-house physician (MD) shall be available for empanelment of Surgical and Medical packages respectively.

Screen Shot-II

On clicking the Online Application for Empanelment of Hospitals, separate window will be displayed as shown in Screen Shot-II where you can find the Eligibility Criteria for empanelment of hospitals.

### Screen shot III: View of the Eligibility Criteria for Empanelment of Hospitals

	The Hospital should not exclude any other speciality service deliberately from the scheme in spite of having such facility and agrees to empanel for all the specialities for which adequate infrastructure is available. If it is found the Hospital is taking only non-Aarogyasri for select specialities and discouraging admission to Aarogyasri beneficiaries the empanelment of the hospital is liable to be terminated.
	The Hospital should intimate the Trust/insurer prior to the commencement of renovations to be undertaken in the Hospital and declares that the renovations works shall be taken up without interrupting medical services to the patients.
	The newly empanelled hospitals shall submit MOUs for all the phases and all the schemes proposed by Aarogyasri Health Care Trust.
	Any dispute arising of Empanelment Registration will be subject to arbitration as per Arbitration Act and subject to the jurisdiction of Andhra Pradesh courts only.

**Note:** Any false information submitted by the hospital in online application for empanelment. It will be viewed seriously and such applications will be Rejected. It may also be noted that the above are minimum indicative requirements and the hospital shall also provide or establish other requirements as per the indications/directions of the Trust.

**Fresh Application:**  
Normal Application  Dental Application  Psychiatry application

**Singed-Up Application:**  
Old Format  New Format

**Fresh Application:**  
Normal Application  Dental Application  Psychiatry application

**Singed-Up Application:**  
Old Format  New Format

**For Fresh application select normal application and click on New format-Fresh Application**

### Screen Shot-III

If you scroll down the Eligibility Criteria for Empanelment of Hospitals the window will be displayed as shown in Screen Shot-III where you can see the options to apply the Fresh Application Form(Normal/Dental/Psychiatry) or already signed up Application Form.

Click on Normal/Dental/Psychiatry Application- if you are applying for Empanelment for the first time.

**Note:** Once the hospital applies for Empanelment by clicking on Fresh Application and for the next time when the same hospital try to click on Fresh Application and Fill the Hospital information then the system will not allow and pop-up will be displayed as "Hospital is already signed up. Please use same hospital reference number to update the details. Contact EHS Empanelment department for further clarifications"

EMPLOYEES HEALTH FUND SCHEME APPLICATION FOR EMPANELMENT

BASIC INFORMATION

marked fields are mandatory

1. Hospital Basic Information

Hospital Type *	: -----Select-----	Hospital Name *	:	
Hospital PAN	:	House Number *	:	
Street *	:	District *	:	-----Select-----
Mandal/Municipality Name *	: -----Select-----	Village/Town/City Name *	:	-----Select-----
Total Bed Strength *	:	Hospital Year of Establishment *	:	
Parent group	:	MD Ration Card Number	:	
MD Community status *	: -----Select-----	MD Contact Number *	:	
	:	MD Email ID *	:	
Teaching/Nonteaching staff *	: -----Select-----	Information	:	-----Select-----

Save

Shot IV

Enter hospital Name, Plot No, Location, Street, Pin code, Telephone number, Fax No, Mobile number of MD / CEO and E- Mail ID.

Select the Existing/New Hospital, Government/Corporate, City name and District from the dropdown.

Enter the total Bed Strength of the hospital.

Enter the Hospital premises details as shown in screen Shot IV.

Once Basic Information of the hospital details saved successfully, The popup message will come as "Please Note the Reference number HSINXXXX and secret code XXXX for future reference", which is as shown in screen shot-v.

BASIC INFORMATION			
marked fields are mandatory			
1. Hospital Basic Information			
Hospital Type *	: Corporate	Hospital Name *	: ddfddfdf
Hospital PAN	: AVMPG1276H	House Number *	: 34343434
Street *	: gkhkhkhkj	District *	: Nellore
Mandal/Municipality Name *	: Balayapalle		
Total Bed Strength *	: 50		
Parent group	: GHGH		
MD Community status *	: ST		
MD Fax Number	: 04023148000		
Teaching/Nonteaching staff *	: Non-teaching		

Message from webpage

⚠ Please note your Reference number HSINE10008 and Secret code 4731 for future reference.

OK

screen shot-v