



NOTIFICATION

PROCEDURE FOR AVAILING MEDICAL SERVICES (OPD AND IPD) ON CREDIT FACILITIES WITH BETHANY HOSPITAL, SHILLONG

This is for information that the Institute has entered into a 'Memorandum of Understanding' with Bethany Hospital, Nongrim Hills, Shillong (henceforth called "Hospital") for availing both OPD and IPD medical services on a cashless basis.

This facility can be availed by all regular employees (teaching and non-teaching), their eligible dependent family members (declared & approved dependents) and full -time hostellers of the Institute.

For availing this facility, every regular employee and full -time hosteller will be issued a Medical Card mentioning the following details:

- (a) Name
- (b) Employee Code / Roll Number
- (c) Designation
- (d) Pay Level
- (e) Employee Group (i.e. Group A / B / C)
- (f) Eligible dependents (Details and age)
- (g) Entitlement of room service (IPD)
- (h) Card validity period

The procedure given below shall be adopted for availing of the above mentioned facilities at the Hospital:-

- 1) Both the OPD and IPD services of the Hospital can be availed only on the recommendation of the designated officials of the Institute except in case of emergency.
- 2) IPD service shall be available only on the recommendation of the Institute Medical Officer or the consulting doctor at the Hospital OPD.
- 3) However, in case of an emergency, one can directly visit the Hospital for availing treatment. In such case, the employee, student or eligible dependent of the employee should intimate to one of the designated officials within 7 (seven) hours from the time of admission into the Hospital due to Emergency.
- 4) The entitlement of facilities in the Hospital will be decided between the Institute Authorities and the Hospital and will be duly informed to all concerned.



- 5) As this is a cashless agreement with the Hospital, the Hospital will not collect the amount of the bill from the patient. However, it is to be noted that the Hospital will bill the Institute for only the admissible expenditures as per the Institute Medical Attendance, Treatment and Reimbursement Rules. The expenditure on inadmissible expenditure like food, vitamins, tonics, creams, lotions, etc. will be borne by the concerned employee/ student and the same will be collected from the concerned employee/ student by the hospital at the time of discharge of the patient.
- 6) On discharge of the patient or on completion of treatment, the hospital bill shall be duly signed with date by the concerned employee, student or eligible dependent family member (in absence of the employee concerned or in case of serious illness).
- 7) After scrutiny of bills submitted to the Institute by the Hospital, if it is found that there are other inadmissible charges that the Hospital had not collected from the concerned employee or student at the time of discharge, such charges will be paid by the Institute but will be adjusted from the salary of the concerned employee and in case of students, it will be marked as unpaid dues which the student has to clear latest by the end of the semester.
- 8) For availing OPD service, the cost for registration, doctor's fees, cost of tests and medicines will be cashless.
- 9) The Institute has designated the following officials to be the authorized body to deal with referring employees (regular), their eligible dependents and students (full-time hostellers) to the hospital for treatment and for dealing with bills, etc:

Sl. No.	Designation	Function
1	Institute Medical Officer	For referring all employees (regular), their eligible dependents and students (full-time hostellers) for both OPD and IPD
2	Registrar	For referring employees (regular) and their eligible dependents for OPD treatment only
3	Dean (FW) [in absence of Registrar]	For referring employees (regular) and their eligible dependents for OPD treatment only
4	Dean (SW)	For referring students (full-time hostellers) for OPD treatment only
5	Chief Warden [in absence of Dean (SW)]	For referring students (full-time hostellers) for OPD treatment only
6	Asst. Registrar (FA) and Superintendent (IA)	For dealing with bills and other related matters with the hospital



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The eligibility of the students and employees and their eligible dependents, to be indicated in the Medical Card, is as follows:

Sl. No.	Employee Group and Designation / Students	Pay Level	Eligibility
1.	Group A: Director, Registrar, Professor and their eligible dependents	14 and above	Executive Room and below
2.	Group A: Associate Professor, Jt. Registrar and officers of equivalent Rank and Pay Level and their eligible dependents	13, 13A, 13A2	Deluxe Room with A/C and below
3.	Group A: Assistant Professor, Dy. Registrar, Asst. Registrar, Executive Engineer, Asst. Librarian and officers of equivalent Rank and Pay Level and their eligible dependents	10 to 12	Private Single Room Type A and below
4.	Group B: Staff classified as Technical (Higher) and Ministerial (Higher) by the Ministry and their eligible dependents	6 to 9	Private Single Room Type C and below
5.	Group C: Staff classified as Technical (Lower), Ministerial (Lower) and Support Staff by the Ministry and their eligible dependents	1 to 5	Semiprivate Two-Seater and below
6.	Students (full time hostellers)	--	Three-Seater and General

This issues with approval of the Competent Authority.


B. N. Choudhury
Registrar

Copy to:

1. AR(DR), for kind information of the Director.
2. Dean (FW), NIT Meghalaya for kind information.
3. Dean (SW), NIT Meghalaya for kind information.
4. Chief Warden, NIT Meghalaya for kind information.
5. All faculty and staff by email.
6. Faculty In Charge, CC for uploading on the website and Students' E- Notice for wide circulation.



7. Medical Consultant, NIT Meghalaya for kind information.
8. Mr. Peter Sailo Kharsaithiang, CEO, Bethany Hospital, Shillong, for kind information.
9. AR (FA) for information.
10. Superintendent (IA) for information.
11. Personal File for record.