Tele: 25684645 Telefax: 011-25684946 Email : jditechs2@echs.gov.in

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

05 Jul 2022

B/49779-Outsourcing/AG/ECHS/Extn Stay

All Regional Centres, ECHS

EXTN OF STAY IN HOSPITAL (APPX A, B AND C)

1. The process for extn of stay in hosp has been made online. The module has been made live on 05 Jul 2022 in the BPA Website.

2. It is requested that with imdt effect extn of stay in hosps be done online only. The manual covering the steps required for initiation of extn of stay till granting of extn is encl for ready ref.

3. Further, it is requestetd that this be disseminated to respective PCs and Empanelled Hosps.

(Sanjeev Gupta)

Cøl Jt Dir (Statistics & Automation) for MD, ECHS

Encls : As above.



यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड (भारत सरकार की एक कंपनी) UTI Infrastructure Technology And Services Limited (A Government of India Company)

Date: 1st July 2022

To,

Director Medical, ECHS Bhawan, Delhi Cantt, Delhi

Subject: Proposal for Extension of Stay for Hospitals Modification with inclusion Appendix A, B, C for application and approval of process

Dear Sir,

Following multiple rounds of discussions with you, Dy. MD ECHS and MD, ECHS and other officials BPA developed Extension of Stay module for the benefit of the Hospitals and beneficiaries in a step to further digitization of the system and making it towards completely automate.

The module is designed to give extension in three stages first stage is beyond 12 days and up to 30 days, Second stage is between 31 days to 60 days and Third Stage is 61 days to 120 days for extended stay. The approval of the extension of stay is to be done at different levels and by different officials in the following manner:

Stage I (13 days to 30 Days) Appendix A – Approval of OIC, Polyclinic
Stage II (31 to 60 Days) Appendix B – Approval of OIC, JDHS, Director RC
Stage III (61 to 120 Days) Appendix C – Approval of OIC, Director Medical (COrg), and MD

The empanelled hospitals will intimate the necessity of extended hospitalization through the application of BPA (<u>www.echsbpa.utiitsl.com/ECHS</u>) with all the supporting documents along with the upload of Appendix A, B and C as per the stages requirement of Extended stays. The approval process of the extended stay will be as given above. The status of the request of extended stay can be checked by the Hospital on the BPA site.

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We are submitting the modified module with the inclusion of Appendix A, B and C for the application and approval process of extension of Stay for your kind approval so that it can be integrated into the live application.

A proposal is submitted covering the Introduction, Work Flow and Instructions to Users for requesting modification of the extension of Stay and its approval process for your kind perusal and approval.

Thanking you,

Sd/-

Koshy Thomas, Vice President (IT)

Encl: 1. Work Flow

2. Instruction to User

Copy To:

- 1. Mr. Sanjeev Tomar, HOD –Insurance, UTIITSL
- 2. Mr. Pradeep Shenoy, VP Insurance, UTIITSL

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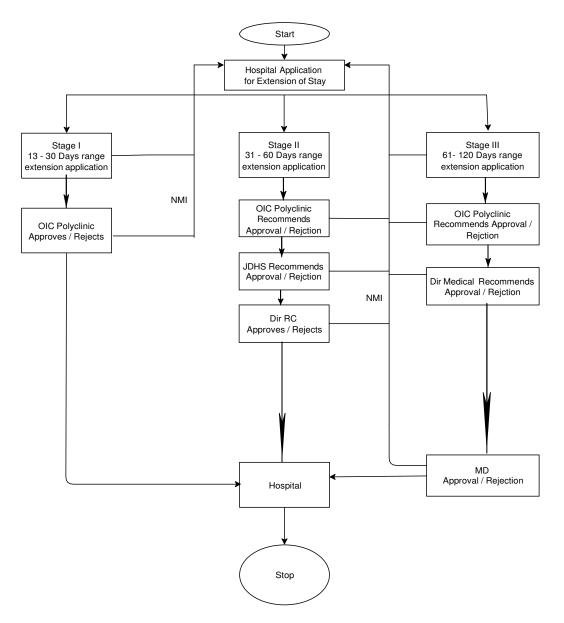


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INSTRUCTION FOR USERS FOR APPLICATION OF EXTENSION OF STAY ON BPA PORTAL OF ECHS

1. Introduction

Hospital admission for a maximum period of 12 days is adequate for most procedures/treatment to monitor and to accord sanction for extended in patient treatment at empanelled hospitals a online module is developed for the facility of the Hospitals and ECHS to apply for Extension of Stay and Approval of Extension of Stay. The extension of stay will have to be applied in stages and for specific number of days by the Hospital.

The module is designed to give extension in three stages first stage is beyond 12 days and up to 30 days, Second stage is between 31 days to 60 days and Third Stage is 61 days to 120 days for extended stay. The approval of the extension of stay is to be done at different levels and by different officials in the following manner:

Stage I (13 days to 30 Days) Appendix A – Approval of OIC, Polyclinic

Stage II (31 to 60 Days) Appendix B – Approval of OIC, JDHS, Director RC

Stage III (61 to 120 Days) Appendix C – Approval of OIC, Director Medical (COrg), and MD

This system will affect two groups of users. The first is the Hospital and the second is the ECHS Users at different roles at Polyclinic, Regional Centre and Central Organization, ECHS.

2. INSTRUCTIONS FOR THE HOSPITAL USER

Hospitals will apply for the extension of stay for the patients wherever it is necessary for the treatment of the patient beyond 12 days of Hospitalization. The module is designed to give extension in three stages first stage is beyond 12 days and up to 30 days, Second stage is between 31 days to 60 days and Third Stage is 61 days to 120 days for extended stay and to be applied online in Appendix A, Appendix B and Appendix C respectively . The approval

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Stage I (13 days to 30 Days) Appendix A – Approval of OIC, Polyclinic

Stage II (31 to 60 Days) Appendix B – Approval of OIC, JDHS, Director RC

Stage III (61 to 120 Days) Appendix C – Approval of OIC, Dir Medical (COrg), and MD.

Hospital is to apply with the exact dates for which extension is required and with reasons and documents in support of the case. Hospitals can see the status of the extension of stay applied under the link of Status of Extension of Stay.

Following are the screens for application and Status of Extension of Stay with selfexplanatory fields to be filled. System will validate the responses and then only will be submitted.

Below is the screen for application of Extension of Stay. Click the link under Activities > Extension of Stay – Apply. Enter the Claim ID for which extension of stay has to be applied.

Menu		Claim For Pre-Authorization Of Extended Stay
Intimation	Current Page	
		Claim ID
Bill Submission		Submit
Activities		
Cancel Claim		
Cancel Accepted Referal		
Extension Of Stay - Apply		
Extension Of Stay - NMI		
Extension Of Stay - Status		
Unlisted Procedure - Apply		
Unlisted Procedure - NMI		
Unlisted Procedure - Download		
Unlisted Procedure - Status		
Documents		
MIS Reports		
1: U65991MH1993GOI072051		CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company
	11, सीबीडी बेलापुर, नवी मुंबई - 400614	Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
I THE	-67931099 •वेबसाइट: www.utiitsl.com	Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com
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गयेः 022-67931010 •फैक्सः 022 <mark>ीय कार्यालय</mark> टिनं 3, सेक्टर-11, सीबीडी बे		REGIONAL OFFICE Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099
मार्थेः 022-67931010 •फैक्सः 022 <mark>गीय कार्यालय</mark> ॉटनं 3, सेक्टर-11, सीबीडी बे मार्थः 022-67931010 नेलः mumbai@utiitsl.com	लापुर, नवी मुंबई - 400614 •फैक्स: 022-67931099	Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614

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Intimation		Claim For Stay E	ctension 📫 🕻	urrent Page						
	Sr.	Claim 1D	Adm. No.	Admit Date	Card ID	Patient Name	Room No	Acknowledged On		
	Fresh C	ases								
Activities	1	1000000011	381967	30/12/2017	2000000002	XXXXXXXXXXXXXX	ACU	02-Jan-2018 11:05		
Cancel Claim										
Cancel Accepted Referal										
Extension Of Stay - Apply										
Extension Of Stay - NMI										
Extension Of Stay - Status										
Unlisted Procedure - Apply										
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Click the Claim ID link to open the claim.

Menu			A	plication	For Pre-Authoriza	ation For Extended S	tay
Intimation		Claim ID	2000000000	x		Patient Name	20000000000
DEMONSCRIPTION OF THE		Name Of ESM	XXXXXXXXXXXX	xx		Relation	Son
Bill Schmission	A	dmission Date	30/12/2017	03:25		Expected Discharge Date	06/01/2018
Acthilles	Patient Details	Admission	Details of Sta	y Extension	Upload Documents		
Cancel Claim	Please note: Upl				iont Tab.		
Cancel Accepted Referal		Range of	stay extension	31-60			
Extension Of Stay - Apply							
Extension Of Stay - NMI			Diagnosis				
Extension Of Stay - Status							
Unlisted Procedure - Apply				-	100		<u></u> 2)
Unlisted Procedure - NHI	Pro	posed New Dat	te Of Discharge	-			
Unlisted Procedure - Download							
Unlisted Procedure - Status							
Documents							
M15- Heports							

Enter the dates and reason/diagnosis for the extension of claim along with the new date of proposed discharge.

Menu				Application	For Pre-Authoriz	ation For Extended S	tay		
Intimation			Claim ID	XXXXXXXXXXXXX		Patient Name	XXXXXXXXXXXXX	x	
	i.		Name Of ESM	XXXXXXXXXXXXX		Relation			
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Activities	Patient	Details	Admission	Details of Stay Extension	Upload Documents				
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Cancel Accepted Referal				Stay Extension Documents	*				
Extension Of Stay - Apply		-		112					
Extension Of Stay - NMI	Select	Documen	t Type From The List		Choose File No file	e chosen	sen		
Extension Of Stay - Status									
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Unlisted Procedure - Download	Sr	Docume	Contraction of the second	File Name		File Size	Date	1 1	
Unlisted Procedure - Status						The Died			
Documents									
M15 Reports									

Upload the document in support of the Extension of Stay requirement.





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Menu			Δ.	pplication	For Pre-A	uthorization Fo	or Extended	Stay	
Indusation		Claim ID	XXXXXXXXX	XXX			Patient Nan	NAXXXXXXXXXXX 90	
Internet and Internet and		Name Of ESM	XXXXXXXXXX	XXX			Relatio	an Son	
till Submission		dmission Date	30/12/2017	03:25		Expect	ed Discharge Da	te 06/01/2018	
A SVIDE	Patient Details	Admission	Details of Sta	y Extension	Upload Docu	iments			
Cancel Claim	Please note: U	Hoad Stay Exte	nsion Document	under Docur	nont Tab.				
Cancel Accepted Referal		Range o	f stay extension	31 - 60			1000 UN 100		
Extension Of Stay - Apply				Extension	is required for	proper management	nt of patient.		
Extension Of Stay - NMI			Diagnosis						
Extension Of Stay - Status									
Unlisted Procedure - Apply					178			d Fi	
Unlisted Procedure - NMI	P	oposed New Da	te Of Discharge	28/02/20	19				
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		Dow	mload / Uplo	ad Extens	ion Of Stay /	Appendix - A,B (ŁC		
HTS Reports	SP.No C	Dow alm ID Admit		ad Extens	ion Of Stay / Range	Appendix - A,B & Prop.Discharge Dt.	& C Extra Days	Download	Upload
MIS Reports Menu	1 XXXXX	aim ID Admit	Date C					Download Download Appendix: A	Upload Upload Signed Appendix
NCS Reports Menu Intimation Bill Submission	1 XXXXXX Back To Extens	aim ID Admit	Date C	Days In Hosp	Range	Prop.Discharge Dt.	Extra Days		-
NES Reports Menu Intimation	1 XXXXX Back To Extens Please Note	aim ID Admit XXXX 13/07 on Stay List	Date D	Days In Hosp	Range 13 to 30	Prop.Discharge Dt.	Extra Days		-
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H15 linports Menu Intimation tuil Submission Activities Cancel Claim Cancel Accepted Referal	1 XXXXX Back To Extens Please Note • Download • Take the s • Digitally si	aim ID Admit CXXXX 13/07 on Stay List he Appendix-(A gnature of the co	/ 2019 Confirmation / B / Confirmation oncer and Kine / C) and	ation notice	Range 13 to 30 Window d the Appendix s is mandatory	Prop.Discharge Dt. 12/08/2019	Extra Days 18	Download Appendix-A	-
HTS Reports Menu Intimation Bill Submission Activities Cancel Claim Cancel Accepted Referal • Extension Of Stay - Apply	1 XXXXX Back To Extens Please Note • Download • Take the s • Digitally si	aim ID Admit CXXXX 13/07 On Stay List he Appendix-(A gnature of the co	/ 2019 Confirmation / B / Confirmation oncer and Kine / C) and	ation notice	Range 13 to 30 Window d the Appendix s is mandatory	Prop.Discharge Dt. 12/08/2019	Extra Days 18	Download Appendix-A	-
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MEDU MEDU Intimation Bill Submiccion Activities Cancel Claim Cancel Accepted Referal Extension Of Stay - Apply Extension of Stay - Apply Extension of Stay - Apply	1 XXXXX Back To Extens Please Note • Download • Take the s • Digitally si	aim ID Admit CXXXX 13/07 On Stay List he Appendix-(A gnature of the co	/ 2019 Confirmation / B / Confirmation oncer and Kine / C) and	ation notice	Range 13 to 30 Window d the Appendix s is mandatory	Prop.Discharge Dt. 12/08/2019	Extra Days 18	Download Appendix-A	-
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HTS Reports Menu Intimation Bill Submission Activities Cancel Claim Cancel Accepted Referal Extension Of Stay - Apply Extension Of Stay - Anti Extension Of Stay - Status Unisted Procedure - Apply Unisted Procedure - NMI	1 XXXXX Back To Extens Please Note • Download • Take the s • Digitally si	aim ID Admit CXXXX 13/07 On Stay List he Appendix-(A gnature of the co	/ 2019 Confirmation / B / Confirmation oncer and Kine / C) and	ation notice	Range 13 to 30 Window d the Appendix s is mandatory	Prop.Discharge Dt. 12/08/2019	Extra Days 18	Download Appendix-A	-

On submission of the request a message a message will appear "Kindly download the Appendix Digitally sign it and upload. This is mandatory otherwise it will not be sent for approval".

Here Hospital will download the Appendix A, B, or C based on the stage of extension. On this Appendix format the details will be filled by Hospital and signed will be uploaded in the application from the link Upload Signed Appendix. The downloaded form is prefilled with basic information of the patient and other details have to be filled by Hospital in the pre-defined format of Appendix.

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 Tel: 022-67931010
 • Fax: 022-67931099

 • Website: www.utiitsl.com

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 • Fax: 022-67931099

Email: mumbal@utiltsl.com https://www.govtstaff.com



To check the status of extension of Stay status check the link Extension of Stay – Status

Menu					Applica	tion for stay	extension	- Status	
Intimation	Sr.No	Claim ID	Applied Date	Range	Prop. DOD	App. DOD	Process Date	Remarks	Status
Bill Submission	1	1000010000000	05/04/2022 17:30	31- 60	28/02/2018	28/02/2018	06/04/2022 17:32	approved	
	2	XXXXXXXXXXX	04/04/2022 10:56	31- 60	10/02/2018	05/02/2018	04/04/2022 11:46	no need upto 7	
	3	XXXXXXXXXX	04/04/2022 10:39	13- 30	29/01/2015	29/01/2018	04/04/2022 10:40	Extension is granted	
Cancel Claim	4	XXXXXXXXXX	31/03/2022 11:41	13- 30	22/01/2018	17/01/2018	01/04/2022 13:08	5 days of extra stay is enough	
Cancel Accepted Referal	5	XXXXXXXXXXX	25/03/2022 15:11	13- 30	18/06/2014	16/06/2014	25/03/2022 15:14	apor	Recommended for Approval By ECHS Polyclinic
Extension Of Stay - Apply	6	XXXXXXXXXXX	25/03/2022 12:12	13- 30	04/08/2016	04/08/2016	25/03/2022 12:13	арр	Recommended for Approval By ECHS Polyclinic
Extension Of Stay - NMI	7	XXXXXXXXXXX	25/03/2022 11:57	13- 30	12/06/2017	12/06/2017	25/03/2022 12:05	Б	Recommended for Approval By ECHS Polyclinic
Extension Of Stay - Status									
Unlisted Procedure - Apply									
Unlisted Procedure - NME									
Unlisted Procedure - Download									
Unlisted Procedure - Status									
Financial									

Extension of Stay -NMI

In case of Need More Information (NMI) from the processing official of ECHS Hospital can check the link Extension of Stay – NMI. On click of the link following screen will come with the list of Claims where NMI is raised by the ECHS official. On click of the Claim ID link details will come and the reply to NMI has to be given in order to further get the Extension of Stay request processed.

	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
all Submission	1	1100100	Secunderabad	Apollo DRDO Hospital	13 - 30	01/07/2022 11:53	Need More Info
	8 .						
ancel Claim	÷						
ancel Accepted Referal	*						
xtension Of Stay - Apply Extension Of Stay - NMI	5						
	5						
xtension Of Stay - Status	5						
Inlisted Procedure - Apply Inlisted Procedure - NMI	3						
Inlisted Procedure - Download	5						
Inlisted Procedure - Status	2						
xtension of Stay - Download	3						
ocuments	1						
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115 Reports	1						
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CIN: U65991MH1993G	010720	51		CMMI ML5 (High Maturity) Appraised an	nd ISO/IEC 27001:2013, ISO/IEC 2	20000-1:2011, ISO 900	1:2015 Certified Company
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पंजीकृत कार्यालयः प्लॉट	नं 3, सेव	टर-11, सीबीडी	बेलापुर, नवी मुंबई - 400614 •वेबसाइट: www.utiitsl.com	Registered Office: Plot N	Construction of the second second second second	Belapur, Navi	
पंजीकृत कार्यालयः प्लॉट दूरभाषः 022-67931010	नं 3, सेव	टर-11, सीबीडी		Registered Office: Plot N Tel: 022-67931010 • F	o. 3, Sector-11, CBD	Belapur, Navi	Mumbai - 400614
पंजीकृत कार्यालयः प्लॉट दूरमाषः 022-67931010 क्षेत्रीय कार्यालय	नं 3, सेव •फैक्सः ।	टर-11, सीबीडी 022-67931099	•वेबसाइट: www.utiitsl.com	Registered Office: Plot N Tel: 022-67931010 • F REGIONAL OFFICE	o. 3, Sector-11, CBD Fax: 022-67931099	Belapur, Navi • Website:	Mumbai - 400614 www.utiitsl.com
पंजीकृत कार्यालयः प्लॉट दूरमाषः 022-67931010 <mark>क्षेत्रीय कार्यालय</mark> प्लॉट नं 3, सेक्टर-11,	नं 3, सेब •फैक्सः । सीबीर्ड	टर-11, सीबीडी 022-67931099 बेलापुर, नर्ब	•वेबसाइट: www.utiitsl.com में खुंबई - 400614	Registered Office: Plot N Tel: 022-67931010 • F REGIONAL OFFICE Plot No. 3, Sector - 11,	o. 3, Sector-11, CBD Fax: 022-67931099 CBD Belapur, Navi	Belapur, Navi • Website: i Mumbai - 40	Mumbai - 400614 www.utiitsl.com 00614
पंजीकृत कार्यालयः प्लॉट दूरमाषः 022-67931010 क्षेत्रीय कार्यालय	नं 3, सेब •फैक्सः । सीबीर्ड 10	टर-11, सीबीडी 022-67931099 ो बेलापुर, नर्व •पैत्रक्स	•वेबसाइट: www.utiitsl.com	Registered Office: Plot N Tel: 022-67931010 • F REGIONAL OFFICE	o. 3, Sector-11, CBD Fax: 022-67931099 CBD Belapur, Nav	Belapur, Navi • Website:	Mumbai - 400614 www.utiitsl.com 00614

A CONTRACTOR OF A	Infrastru hnology vices Li	And imited	यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड (भारत सरकार की एक कंपनी) UTI Infrastructure Technology And Services Limited (A Government of India Company)							
Menu				List of claims for stay	extensions.					
Intimation	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status			
Bill Submission	1	9999999999	Secunderabad	Apollo DRDO Hospital	12 - 20	01/07/2022 11:52	Need More Info			
Activities Cancel Claim										
Cancel Accepted Referal										
Extension Of Stay - Apply	_									
Extension Of Stay - NMI	_									
Extension Of Stay - Status										
Unlisted Procedure - Apply										
Unlisted Procedure - NMI	_									
Unlisted Procedure - NMI Unlisted Procedure - Download										

On click of the link detail of the claim and the query of NMI will open. Hospital user can reply to the query in Remarks and submit. On submit of the claim it will go back to the official who has raised the query.

CIN: U65991MH1993GOI072051 पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मूंबई - 400614 दूरभाषः 022-67931010 •फैक्सः 022-67931099 •वेबसाइटः www.utiitsl.com क्षेत्रीय कार्यालय प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंखई - 400614 दूरभाषः 022-67931010 •फैक्सः 022-67931099

दूरभाषः 022-67931010 •फैक्सः 022-67931099 ई-मेलः mumbai@utiitsl.com CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001/2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com REGIONAL OFFICE

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 Email: mumbai@utiltsl.com



INSTRUCTION FOR POLYCLINIC USER (OIC POLYCLINIC)

The OIC Polyclinic will use the link Activities > Extension of Stay – Process. Open the Claim after clicking the Claim ID link and Process the request of Extension of Stay of the Hospital. Here the user can do the approval, rejection or ask for NMI from Hospital for processing the request.

Menu				List of claims for stay extensions.							
Inflimation	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status				
V3NHIe-	- 1	mmmm	Secondersbad	Yasboda Super Speciality Hospital - Securderabod	31 - 60	06/04/2022 17:30	Applied				
ancel Claim											
Extension Of Stay - Process											
Inlisted Procedure - Process											
415 Reports											
Unlisted Procedure - Process MIS Reports Scientifications Monifier Clusters											

Menu				Approval proce	cess of Extended Stay				
lationature Malant Far Manslatin		Ci sin Admission	0 1D XXXXXXXX Cole 09702/2018 15:10		Potient Nome XXXXXXXXX Applied For Stay Extension Upte 11/03/2016				
	Patient Details	Referral	Previous Stay Extension	Details of Stay Extension	D ploaded Documents	Decision Fo	or Stay Extension		
Annua:	Group	Date	Reason/Remote	k.	Pr	op Disch DI	Appr.Disch.Dl	Status	
Concel Claim • Estemption Of Stary - Process	Hospital User	01-07-10.	SOME REASON		-11	-03-2018		Applied	
otension of stay - sint									
nästed Procodure - Process									
idensen of Story - Dearload 115 Jacobis Combin-Hearned Frankry Chema									

Using the request for Approval for request of Stay extension, Rejection of request for stay extension or Need more Info required by selecting the appropriate radio button and giving the date for approval along with remarks and submit. In the stage I request for approval from (13 to 30 Days) it will be going back to Hospital based on the recommendation of OIC Polyclinic. It will have tabs Patient Details where the patient details can be seen, Referral- where the referral details can be seen, Previous Stay Extension- where all the details of previous extension can be seen, if any, Uploaded Documents – to see the documents uploaded and Decision for Stay Extension – here the decision on the request of Hospital for Extension of Stay has to be recorded.

ई-मेलः mumbai@utiitsl.com	Email: mumbai@utiitsl.com
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क्षेत्रीय कार्यालय	REGIONAL OFFICE
पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरमाव: 022-67931010 •फैक्स: 022-67931099 •वेबसाइट: www.utiitsl.com	Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com
CIN: U65991MH1993GOI072051	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company



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UTI Infrastructure Technology And Services Limited

(A Government of India Company)

Menu					Approval process of Extended Stay						
Infantation	_	Clain				Patient Name	XXXXXXXXXX				
Watever that Manufacture		Admission	Date 09/02/2018 1	5:10		Applied For Stay Ex	tension Upto	11/03/2018			
	Patient Details	Referral	Previous Stay Exten	tion	Details of Stay Extension	Uploaded Documents	Decision Fo	Stay Extension			
America		Applied Fo	r Stay Extension Up-to	11	/03/2018						
Cancel Claim	12			0	Approval for request of sta	y extension					
Extension Of Stay - Process	-		Status	0	Rejection of request for st	ay extension					
Extension Of Stay - NHU				0	Need More Info Required						
Unlisted Procedure - Process		Gran	it Stay Extension Up-to								
Extension of Stay - Download			* Remarks								
mis neports				1	Su	bmit		4			
Tenducouncet											
Flender Claines											
All Selection and and and and and and and and and an											

In the above screen OIC will Approve/Reject/NMI. In case of approval it will go to next level of processing for Appendix B and C and in case of Appendix A (Stage I) it will go back to Hospital.

In case the approval or rejection is for the Stage II it will go to JD HS, Regional Centre for further approval/rejection of the request. And in the case of Stage III after OIC recommendation it will go to Director Medical and then to MD, ECHS for final approval / rejection/NMI. In case of NMI from OIC Polyclinic it will go back to Hospital for NMI response.

On giving the recommendation of Approval/rejection the OIC will upload the Appendix A, Appendix B, or Appendix C as per the stage of application of the Extension of Stay by the Hospital.

Menu	_		Download /	Upload Extens	tion Of Sta	y Appendix - A,B 8	AC.	10	
Letterrations	Sr.No	Claim 10	Admit Date	Days In Hosp	Range	Prop.Discharge Dt.	Extra Days	Download	Upload
Waterr For Humbers	1	XXXXXXXXXXX	89/02/2018	12	13 to 30	11/65/2018	18	Download Appendic-A	
A STOLES A SAMPLE	2	XXXXXXXXXXXX	29/03/2018	12	13 to 30	28/04/2018	18	Download Assendix-A	
Athenies	3	XXXXXXXXXXX	18/02/2018	12	13 10 30	18/03/2018	18	Download Appendix-A	
Estension of Stay - Process exception of stay - Inte United Process - Extension of Stay - Download Hub Integents Recently Promit			ocument and uploa x-{A / B / C} form i		upleaded, U = I	the processing by extension	i of stay will not	be evaluable for processing	

From this link screen the applied extensions Appendix can be downloaded and uploaded from the Extension of Stay – Process. This Appendix can also be downloaded from the Uploaded Documents tab and then Uploaded after getting the comments of MO etc with seal and signature as the case may be can be uploaded in the system from the following Screen. All the documents to be uploaded are digitally signed.

दूरभाषः 022-67931010 •फैक्सः 022-67931099	Tel: 022-67931010 • Fax: 022-67931099
ई-मेलः mumbai@utiitsl.com	Email: mumbal@utitsl.com
क्षेत्रीय कार्यालय	REGIONAL OFFICE
प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614	Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614	Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
दूरमाव: 022-67931010 •फैक्स: 022-67931099 •वेबसाइट: www.utiitsl.com	Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com
CIN: U65991MH1993GOI072051	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company

UTI UTIITSL UTIITSL	Infrastructure iology And ces Limited	7 2			इन्फ्रास्ट्रक्चर टे (भारत र astructure Tec (A Govern		d Serv	
Menu					Approval proces	ss of Extended Sta	v	
Endmonatoria (Clain	ID XXXXXXXX 01.		Construction of the Construction	P	atient Name	XXXXXXXXX
Waiver Yor Minubers		Admission	Date 09/02/2018 15:1	01		Applied For Stay Ext	teriston Upto	11/03/2018
	Patient Details	Referral	Previous Stay Extensio	m	Details of Stay Extension	Uploaded Documents	Decision Fo	r Stay Extension
		Annial Fr	r Stay Extension Up-to	11)	03/2018			
Lancel Claim		- pperson of a	Caract Providence and the		Approval for request of sta	v extension		
Extension Of Stay - Process	-		Status	6	Rejection of request for sta	Contraction of the second s		
Extension Of Stay - NMI	1			õ	Need More Info Required			
Unlisted Procedure - Process		Grar	t Stay Extension Up-to		10			
Extension of Stay - Download	T		* Remarks	-	and the second second			
M25 Reports			VE0725					
March P-IV		Approv	al Copy Of Appendix-A	Us!	and Approval			
Reindorsement					Sub	-		
Hember Claime					Pol	and a second sec		

On click of the approval radio button the document upload Approval becomes active and here the Appendix has to be uploaded after necessary comments of MO and other officials (if any).

Menu					Approval proce	ss of Extended Sta	ay i		
Intimation		Clain	n ID XXXXXXXXX		1517. 15	1	Patient Name	XXXXXXXXXX	
	6	Admission	Date 09/02/2018 1	5:10		Applied For Stay Ex	tension Upto	11/03/2018	
Waiver For Hembers	Patient Details	Referral	Previous Stay Exten	sion	Details of Stay Extension	Uploaded Documents	Decision Fo	r Stay Extension	
Activities		Applied Fo	or Stay Extension Up-to	11/	03/2018				
Cancel Claim • Extension Of Stay - Process			Status		Approval for request of sta Rejection of request for sta				
Extension Of Stay - NMI				0	Need More Info Required				
Unlisted Procedure - Process		Gran	nt Stay Extension Up-to	11/	03/2018				
Extension of Stay - Download NLS Reports			* Remarks	App	proved as requested				
Reimbursement		Approv	al Copy Of Appendix-A		vnload Approval ete Approval			2016	
Nember Claims					Sul	firme			

After the upload of the Appendix it will go the next level for further approval if the extension if for Stage II and Stage III and in case of Stage I it will go to Hospital. The stage II extension of Stay request will go to JDHS and RC Director and the Stage III request will go to Director Medical and MD, ECHS for their recommendation/approval. OIC can decide the date till which extension has to be accorded to the patient on the request of the Hospital.

CIN: U65991MH1993GOI072051 पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मूंबई - 400614 दूरमाथ: 022-67931010 •फैक्स: 022-67931099 •वेबसाइट: www.utiitsl.com क्षेत्रीय कार्यालय प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरमाय: 022-67931010 •फैक्स: 022-67931099 इं-मेल: mumbai@utiitsl.com CMMI NL5 (High Maturity) Appraised and ISO/EC 27001:2013, ISO/IEC 20001-1:2011, ISO 9001:2015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com REGIONAL OFFICE

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INSTRUCTION FOR JD HS REGIONAL CENTRE

Extension of Stay request from Hospitals will reach to Polyclinics for all stages of approval. In case of the Extension of Stay is required for Stage II (31 to 60 Days) or Stage III (61 to 120 Days) the application request of Hospital will come to JDHS for approval/rejection after the recommendation of OIC, Polyclinic.

Menu				List of claims for stay exte	ansions.		
Liaim Vertification	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Statuš
Aritheitan	T	*******	Secunderabad	Yashoda Super Speciality Hospital - becunderabad	31 - 60	05/04/2022 1/132	Reconversed for opproval
Pre-Authonization Letter Auth Latter-Extension							
Revert Request Extension Of Stay - Process							
Estension Of Skey - XMI MLS Reports Financial							

Open the link and submit after selecting the status as Recommended for Stay Extension and Recommended rejection for stay extension. Or can raise the NMI to the Hospital in case of need more information from the Hospital. Once the Hospital replies to the NMI it will come under Extension of Stay – NMI link. From this link open the claim and process for further approval.

				Ар	proval process of	Extended Stay	
claim Verification		Claim ID	XXXXXXXXXX			Patient Name	XXXXXXXXXXX
Activities	Ad	mission Date	30/12/2017	03:25	Арр	ied For Stay Extension Upto	28/02/2018
ACOVIDED.	Patient Details	Admission	Details of Sta	y Extension	Uploaded Documents	Decision For Stay Extens	ion
Pre-Authorization Letter	App	lied For Stay I	Extension Up-to	28/02/201	8		
Auth Letter-Extension			1	O Recom	mended for stay extens	ion	
Revert Request			Status	O Recom	mended rejection for st	ay extension	
Extension Of Stay - Process		Grant Stay 8	Extension Up-to				
Extension Of Stay - NMI			* Remarks	<u> </u>			
MIS Reports			Keinarka				<u>%</u>
-inancial					Submit		
Supplimentary							
Other							
Julier							
Juler							
Juner							
una.							
CIN: U65991MH1993GC	1072051			СММ	I MLS (High Maturity) Appraised and B	SO/IEC 27001:2013, ISO/IEC 20000-1:20	11, ISO 9001:2015 Certified Company
	3, सेक्टर-11, सीबी			4 Reg	sistered Office: Plot No.	3, Sector-11, CBD Belapu	
CIN: U65991MH1993GC पंजीकृत कार्यालय: प्लॉट नं दूरभाष: 022-67931010 •र्र क्षेत्रीय कार्यालय	3, सेक्टर-11, सीबी केक्स: 022-67 <mark>9</mark> 310!	99 •वेबसाइट:	www.utiitsl.com	4 Reg m Tel: RE	gistered Office: Plot No. : 022-67931010 • Fa: GIONAL OFFICE	3, Sector-11, CBD Belapu k: 022-67931099 • We	r, Navi Mumbai - 400614 ebsite: www.utiitsl.com
CIN: U65991MH1993GC पंजीकृत कार्यलय: फ्रॉट नं दूरमाष: 022-67931010 +र्य	3, सेक्टर-11, सीबी फैक्स: 022-679310 रीबीडी बेलापुर, न	99 •वेबसाइट:	www.utiitsl.com	4 Reg m Tel: RE Plo	gistered Office: Plot No. : 022-67931010 • Fa: GIONAL OFFICE	3, Sector-11, CBD Belapu (: 022-67931099 • We BD Belapur, Navi Muml	r, Navi Mumbai - 400614 ebsite: www.utiitsl.com



After the recommendation of JD HS the request will go to the Director RC for approval / rejection for the cases where the extension of stay is required for Stage II (31 to 60 Days

Confirmation notice window	0
Process Successful	9
	Close

On JD HS click of Submit button the above message will come as Process Successful.

INSTRUCTION FOR DIRECTOR REGIONAL CENTRE

After the processing of Extension of Stay application by JD HS it will come to Director Regional Centre. The Director RC for approval / rejection for the cases where the extension of stay is required for Stage II(31 to 60 Days). Following is the screen for approval / rejection of the request of application of Hospital for extension of Stay.

Menu				List of claims for stay exte	ensions.		
Activities	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Sanction Letter	1	****	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	31 - 60	07/04/2022 10:43	Recommend for approval
Process Request							
Revert Request							
Extension Of Stay - Process							
Extension Of Stay - NMI Manual Claim Allotment MIS Reports Financial							
Supplimentary							

On clicking the link of Claim ID the claim will open and there the processing has to be done.

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https://www.govtstaff.com

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· Website: www.utiitsl.com

.Fax: 022-67931099



Menu				Approval process	of Extended Sta	y		
Waiver For Hembers Activities		Claim II Admission Da	XXXXXXXX te 09/02/2018 15:10	ANN YA	Applied For Stay Ex		XXXXXXXX 10/04/2018	
COMMAND.	Patient Details	Admission	Previous Stay Extension	Details of Stay Extension	Uploaded Document	Decision	For Stay Extension	1
Sanction Letter	Group	Date	Reason/Remarks		Pro	p.Disch.Ot	Appr.Disch.Dt	Status
Process Request Revert Request	Hospital User	01-07-2022	Required Extension		10	04-2018		Applied
Extension Of Stay - Process	ECHS Polyclinic	01-07-2022	ff				10-04-2018	Recommend for approval
Extension Of Stay - NMI Extension of Stay - Download	RC - Joint	01-07-2022 12:46	af		80		10-04-2018	Recommend for approval
Manual Chim Allotment MIS Reports Financial Supplimentary Dillier								

Here the details of the claim with different Tabs will be opened. Previous Stay Extension will show the details of all previous Extension of Stays, Details of Stay Extension will show the details of extension, Uploaded Documents tab will show all the uploaded documents and the Decision for Stay Extension will show the details on which decision has to be taken on extension of stay.

On click of the Decision for Stay Extension following screen will open.

Menu					Approval process	s of Extended Stay	10		
Wateer For Headners		Claim 1	at that that that the first that the					XXXXXXXX	
Activities		Admission D	ate 09/02/2018 1	5:10		Applied For Stay Exte	nsion Upto	10/04/2018	
	Potient Details	Admission	Previous Stay Ext	ension	Details of Stay Extension	Uploaded Documents	Decision	For Stay Extension	
Sanction Letter	fa	Applied For	Stay Extension Up-to	10/0	4/2018	1127S	÷		
Process Request			and the second second second second	10	Approved stay extension req	nuest			
Revert Request			Status		Reject stay extension reques				
 Extension Of Stay - Process 					Need More Info Required				
Extension Of Stay - NHI	1	1000	Stay Extension Up-to		and the second se				
Extension of Stay - Download		Grant	Stay extansion up-co	A REAL PROPERTY.	A de temps many a construir de la Construir de				
Manual Claim Allotment	2		" Remarks	App	roved				
HTS Imports				_	Subm	1			
					Iseau	ing.			
Financial									
CONTRACTOR NO.	1								

Here the RC Director can Approve/Reject or raise Need More Information from the hospital. For giving extension approval the Director RC can select the date till which extension is given on the Hospitals application of Extension of Stay.

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Extension Of Stay - NHI Extension of Scay - Download									
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On submit the following screen will appear. From where the Appendix B has to be downloaded and then uploaded by Director RC from the screen from the given link to Download Appendix B and Upload Appendix B. This is a mandatory step to complete the process of approval by RC Director.

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INSTRUCTION FOR DIRECTOR MEDICAL

After the approval / rejection recommendation of RC Director the request will come to Director Medical (Central Organization) for further approval / reject. The following screen will appear on click of the link Activities > Extension of Stay – Process.

On click of the link of Claim it opens and the user can approve / Reject the request or raise NMI.

Menu					List of claims for sta	y extensions.		4 <u>6</u>
laim Verification	Sr.No	Claim ID	Region		Hospital	Days	Applied Date	Status
ctivities	1	*******	Secunderabad		Yashoda Super Speciality Hosp Secunderabad	ital - 61 - 120	07/04/2022 11:05	Recommend for approval
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Here the Director Medical will take the decision on the applied Extension of Stay. On the Previous Stay Extension tab the details of the previous extension can be seen, under Uploaded Documents tab the details of uploaded documents can be seen and in Decision for Stay Extension tab decision on request of Extension of Stay can be taken by Recommending the Stay Extension or Rejection or can raise Need More Information to the Hospital to process the request.

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ul
Close

On Submission the following screen message will come. After this request will move to MD, ECHS for final decision on Extension of Stay request of Stage III (Appendix C) or to Hospital for NMI.

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INSTRUCTION FOR MD ECHS

For final approval on recommended case of Dy. MD for rejection / approval is to be done by MD ECHS. User will go on the Activities > Extension of Stay – Process link and on click of the link following screen will open. On click of the Claim ID link the detail of the Claim open.

Menu	u List of claims for stay extensions.							
aiver For Hembers	Sr.No	Claim 1D	Region	Hospital	Days	Applied Date	Status	
Activities	1	XXXXXXX	Secunderabad	Apollo DRDO Hospital	61 - 120	01/07/2022 14:22	Recommend for approval	
anction Letter Extension Of Stay - Process								
xtension Of Stay - NMI								
ixtension of Stay - Downloed ALS Reports Triancial								
llher								

On clicking the Claim ID the details of the request of Extension of Stay will come.

Menu	Approval process of Extended Stay											
Worver For Nembers Activities		Claim I Admission Da		Patient Name XXXXXXXX								
	Patient Details	Admission	Previous Stay Ext	ension Details of Stay Extension Uploaded Docu			Decision For Stay Ext	ension				
Sanction Letter	Card Details	Card Details										
• Extension Of Stay - Process			Card ID	XXXX	xxx		" Service No.					
Extension Of Stay - NMI			* Name Of ESM	XXXXXXX			* White Card Applicable	No				
Extension of Stay - Download NTS Reports Financial Other			" Service	Army			* Rank	Hav / Dfr				
			* Card Type	Pensioner			* Category	GEN				
	Personal Infor	mation										
		* Relati	on with Card Holder	Wife			Gender					
			" Patient Name	XX	XXXXXXX		* Age	67				
		" Patient's A	adhaar/UID Number	25 XXXXXXX :								
			* Address	1-88								
				KAKAI	UALA							
			• City	Mahbubnagar			Pincode					
			* State	Telang	jana		Email					
		* Mobile	(Don't start with 0)		OR		Phone					

The various details can be seen in different tabs from Patient Details to Decision for Extension of Stay.

On click of the Decision for Stay Extension tab following screen will come

Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 + Fax: 022-67931099 + Website: www.utiitsl.com
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Menu					Approval process	s of Extended Stay			
Waiver For Members		Claim ID					t Name		
		Admission Da	te 09/02/2018 15	10 Applied For Stay Extension Upto 09/06/2018					
Activities	Patient Details	Admission	Previous Stay Exte	ension	Details of Stay Extension	Uploaded Documents D	ecision	For Stay Extension	
Sanction Letter		Applied For Stay Extension Up-to			6/2018				
Extension Of Stay - Process				Approved stay extension (Final) Reject stay extension (Final) Need More Info Required					
Extension Of Stay - NMI			Status						
Extension of Stay - Download			-interest						
MIS Reports	Grant Stay Extension Up-to								
Financial	* Remarks				OK				
Other				Submit					

Here the user will Approve/Reject or raise Need More Information to Hospital to process the Extension of Stay request of Hospital. On Approval of the request following screen will appear.

Menu			Download	d / Upload Extens	aon Of Sta	y Appendix - A, B 8	96		
Water Part Summers	Se.No	Claim 1D	Admit Date	Dave In Hose	Ranoc	Prop.Discharge Dt.	Estre Deva	Download	Uplood
And the second	1	And the second second	00/03/2019	120	\$1 to 130.	00/06/2019	0	Download Accandre-C	Unload Stored Appandia-C
An and the second	Please - E - T	o Extension Stov Note townload the Appu- sic the signature- lightable signature- intensi the Appendi-	of the conce on ment and	Confirmation notice • Process Succes C. Digitally sign	sful, kindly a	lownload the Appendi d. This is mandatory Close	* av wit re	# be available for processing	

The message on the screen will come as "Process Successful. Kindly download the Appendix C. Digitally sign it and upload. This is mandatory".

From the link download the Appendix C and after digitally signing it upload from the Upload Signed Appendix C. With this the approval process for Extension of Stay for Stage III is complete and the following screen message box will appear. The Hospital can check the details of Extension under the Extension of Stays – Status link.

Confirmation notice window	
File uploaded successfully	
	Close
END	
IN: U65991MH1993GOI072051 जीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 (रमाव: 022-67931010 ∙फैक्स: 022-67931099 ∗वेबसाइट: www.utiitsl.com	CMMI ML5 (High Maturity) Appraised and ISOREC 27001:2013, ISOREC 20000-1:2011, ISO 9001:2015 Certified Compan Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 40061 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com
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