

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

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


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

05 Jul 2022

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 requesttd that this be disseminated to respective PCs and Empanelled Hosps.



(Sanjeev Gupta)
Col

Jt Dir (Statistics & Automation)
for MD, ECHS

Encls : As above.

To,

Date: 1st July 2022

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 (www.echsbpa.utiitsl.com/ECHS) 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.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

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

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

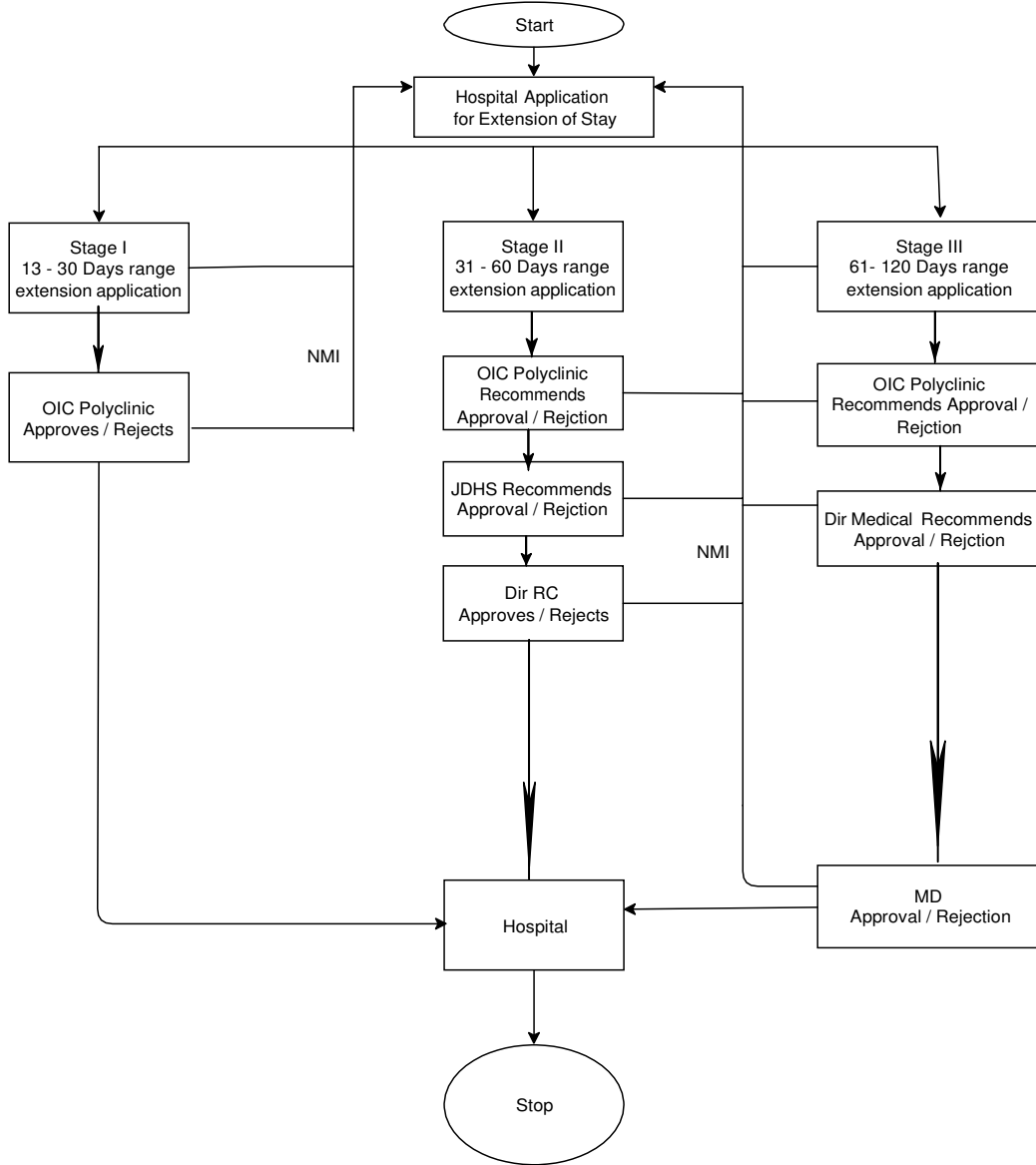
CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, ISO 9001:2015 Certified Company

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@utiitsl.com

Work Flow



CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

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

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

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, 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 self-explanatory 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 | <input type="text"/> |
| Billing Submission | | | <input type="button" value="Submit"/> |
| Activities | | | |
| Cancel Claim | | | |
| Cancel Accepted Referral | | | |
| ► 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 | | | |

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMII ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

| Claim For Stay Extension Current Page | | | | | | | | |
|---|-------------|------------|----------|------------|------------|--------------|---------|-------------------|
| Intimation | Sr. | Claim ID | Adm. No. | Admit Date | Card ID | Patient Name | Room No | Acknowledged On |
| Bill Submission | Fresh Cases | | | | | | | |
| Activities | 1 | XXXXXXXXXX | 381967 | 30/12/2017 | XXXXXXXXXX | XXXXXXXXXX | ACU | 02-Jan-2018 11:05 |
| Cancel Claim Cancel Accepted Referral Extension Of Stay - Apply Extension Of Stay - NMI Extension Of Stay - Status Unlisted Procedure - Apply Unlisted Procedure - NMI Unlisted Procedure - Download | | | | | | | | |

Click the Claim ID link to open the claim.

| Menu | | Application For Pre-Authorization For Extended Stay | |
|-------------------------------|--|---|--------------|
| Intimation | Claim ID: XXXXXXXXXXXX | Patient Name | XXXXXXXXXXXX |
| Bill Submission | Name Of ESM: XXXXXXXXXXXX | Relation | Son |
| Activities | Admission Date: 30/12/2017 03:25 | Expected Discharge Date | 06/01/2018 |
| | Patient Details Admission Details of Stay Extension Upload Documents | | |
| Cancel Claim | Please note: Upload Stay Extension Document under Document Tab. | | |
| Cancel Accepted Referral | Range of stay extension: 31 - 60 | | |
| Extension Of Stay - Apply | <div>Diagnosis</div> <div></div> | | |
| Extension Of Stay - NMI | Proposed New Date Of Discharge: <input type="text"/> | | |
| Extension Of Stay - Status | | | |
| Unlisted Procedure - Apply | | | |
| Unlisted Procedure - NMI | | | |
| Unlisted Procedure - Download | | | |
| Unlisted Procedure - Status | | | |
| Documents | | | |
| MIS Reports | | | |

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

| Menu | | Application For Pre-Authorization For Extended Stay | | | | | | | | | | | |
|-------------------------------|---|---|--------------|------|---------------|-----------|-----------|------|--|--|--|--|--|
| Intimation | Claim ID: XXXXXXXXXXXX | Patient Name | XXXXXXXXXXXX | | | | | | | | | | |
| Bill Submission | Name Of ESM: XXXXXXXXXXXX | Relation | Son | | | | | | | | | | |
| Activities | Admission Date: 30/12/2017 03:25 | Expected Discharge Date | 06/01/2018 | | | | | | | | | | |
| | Patient Details Admission Details of Stay Extension Upload Documents | | | | | | | | | | | | |
| Cancel Claim | <div>Stay Extension Documents -</div> <div> <div>Select Document Type From The List</div> <div> <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> </div> </div> | | | | | | | | | | | | |
| Cancel Accepted Referral | <ul style="list-style-type: none"> All the documents uploaded must be in PDF format Select any one document type from the list and click on the browse button. Select the file and click on upload button | | | | | | | | | | | | |
| Extension Of Stay - Apply | <table border="1"> <thead> <tr> <th>Sr</th> <th>Document Type</th> <th>File Name</th> <th>File Size</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | Sr | Document Type | File Name | File Size | Date | | | | | |
| Sr | Document Type | File Name | File Size | Date | | | | | | | | | |
| | | | | | | | | | | | | | |
| Extension Of Stay - NMI | | | | | | | | | | | | | |
| Extension Of Stay - Status | | | | | | | | | | | | | |
| Unlisted Procedure - Apply | | | | | | | | | | | | | |
| Unlisted Procedure - NMI | | | | | | | | | | | | | |
| Unlisted Procedure - Download | | | | | | | | | | | | | |
| Unlisted Procedure - Status | | | | | | | | | | | | | |
| Documents | | | | | | | | | | | | | |
| MIS Reports | | | | | | | | | | | | | |

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

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

| Menu | | Application For Pre-Authorization For Extended Stay | |
|-------------------------------|--|---|---|
| Intimation | Claim ID | XXXXXXXXXX | Patient Name |
| Bill Submission | Name Of ESM | XXXXXXXXXX | Relation |
| Activities | Admission Date | 30/12/2017 03:25 | Expected Discharge Date |
| Cancel Claim | Patient Details Admission Details of Stay Extension Upload Documents | | |
| Cancel Accepted Referral | Please note: Upload Stay Extension Document under Document Tab. | | |
| Extension Of Stay - Apply | Range of stay extension | 31 - 60 | Extension is required for proper management of patient. |
| Extension Of Stay - NMI | Diagnosis | | |
| Extension Of Stay - Status | Proposed New Date Of Discharge | 28/02/2018 | |
| Unlisted Procedure - Apply | Sr | Document Type | File Name |
| Unlisted Procedure - NMI | | | File Size |
| Unlisted Procedure - Download | | | Date |
| Unlisted Procedure - Status | | | |
| Documents | | | |
| NES Reports | | | |

| Menu | | Download / Upload Extension Of Stay Appendix - A,B & C | | | | | | | |
|-------------------------------|---|--|------------|--------------|----------|--------------------|------------|---------------------|--------------------------|
| Intimation | Sr.No | Claim ID | Admit Date | Days In Hosp | Range | Prop.Discharge Dt. | Extra Days | Download | Upload |
| Bill Submission | 1 | XXXXXXXXXX | 13/07/2019 | 12 | 13 to 30 | 12/08/2019 | 18 | Download Appendix-A | Upload Signed Appendix-A |
| Activities | Back To Extension Stay List | | | | | | | | |
| Cancel Claim | Please Note | | | | | | | | |
| Cancel Accepted Referral | <ul style="list-style-type: none"> Download the Appendix-(A / B / C) Take the signature of the concerned person Digitally sign the document and upload Unless the Appendix-(A / B / C) is not signed, it will not be available for processing | | | | | | | | |
| Extension Of Stay - Apply | Confirmation notice window | | | | | | | | |
| Extension Of Stay - NMI | <ul style="list-style-type: none"> Kindly download the Appendix (A, B or C) and Digitally sign it and upload. This is mandatory otherwise it will not be sent for approval | | | | | | | | |
| Extension Of Stay - Status | Close | | | | | | | | |
| Unlisted Procedure - Apply | | | | | | | | | |
| Unlisted Procedure - NMI | | | | | | | | | |
| Unlisted Procedure - Download | | | | | | | | | |
| Unlisted Procedure - Status | | | | | | | | | |
| Extension of Stay - Download | | | | | | | | | |

On submission of the request 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 pre-filled with basic information of the patient and other details have to be filled by Hospital in the pre-defined format of Appendix.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

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

| Menu | Application for stay extension - Status | | | | | | | | |
|-------------------------------|---|------------|---------------------|-------|------------|------------|---------------------|--------------------------------|---|
| Intimation | Sr.No | Claim ID | Applied Date | Range | Prop. DOD | App. DOD | Process Date | Remarks | Status |
| Bill Submission | 1 | XXXXXXXXXX | 06/04/2022 17:30 | 31-60 | 28/02/2018 | 28/02/2018 | 06/04/2022 17:32 | approved | |
| Activities | 2 | XXXXXXXXXX | 04/04/2022 10:56 | 31-60 | 10/02/2018 | 05/02/2018 | 04/04/2022 11:46 | no need upto 7 | |
| Cancel Claim | 3 | XXXXXXXXXX | 04/04/2022 10:39 | 13-30 | 29/01/2018 | 29/01/2018 | 04/04/2022 10:40 | Extension is granted | |
| Cancel Accepted Referral | 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 | |
| Extension Of Stay - Apply | 5 | XXXXXXXXXX | 25/03/2022 15:11 | 13-30 | 18/06/2014 | 16/06/2014 | 25/03/2022 15:14 | appor | Recommended for Approval By ECHS Polyclinic |
| Extension Of Stay - NMI | 6 | XXXXXXXXXX | 25/03/2022 12:12 | 13-30 | 04/08/2016 | 04/08/2016 | 25/03/2022 12:13 | app | Recommended for Approval By ECHS Polyclinic |
| Extension Of Stay - Status | 7 | XXXXXXXXXX | 25/03/2022 11:57 | 13-30 | 12/06/2017 | 12/06/2017 | 25/03/2022 12:05 | jj | Recommended for Approval By ECHS Polyclinic |
| Unlisted Procedure - Apply | | | | | | | | | |
| Unlisted Procedure - NMI | | | | | | | | | |
| Unlisted Procedure - Download | | | | | | | | | |
| Unlisted Procedure - Status | | | | | | | | | |
| Documents | | | | | | | | | |
| MIS Reports | | | | | | | | | |
| 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.

| Intimation | Sr.No | Claim ID | Region | Hospital | Days | Applied Date | Status |
|-------------------------------|-------|------------|--------------|----------------------|---------|---------------------|----------------|
| Bill Submission | 1 | XXXXXXXXXX | Secunderabad | Apollo DRDO Hospital | 13 - 30 | 01/07/2022 11:55 | Need More Info |
| Activities | | | | | | | |
| Cancel Claim | | | | | | | |
| Cancel Accepted Referral | | | | | | | |
| Extension Of Stay - Apply | | | | | | | |
| Extension Of Stay - NMI | | | | | | | |
| Extension Of Stay - Status | | | | | | | |
| Unlisted Procedure - Apply | | | | | | | |
| Unlisted Procedure - NMI | | | | | | | |
| Unlisted Procedure - Download | | | | | | | |
| Unlisted Procedure - Status | | | | | | | |
| Extension of Stay - Download | | | | | | | |
| Documents | | | | | | | |
| MIS Reports | | | | | | | |
| Financial | | | | | | | |
| Review Request | | | | | | | |

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलपुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलपुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI MLS (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com



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 | 999999999 | Secunderabad | Apollo DRDO Hospital | 12 - 20 | 04/07/2022 11:53 | Need More Info |
| Activities | | | | | | | |
| Cancel Claim | | | | | | | |
| Cancel Accepted Referral | | | | | | | |
| Extension Of Stay - Apply | | | | | | | |
| ► Extension Of Stay - NMI | | | | | | | |
| Extension Of Stay - Status | | | | | | | |
| Unlisted Procedure - Apply | | | | | | | |
| Unlisted Procedure - NMI | | | | | | | |
| Unlisted Procedure - Download | | | | | | | |
| Unlisted Procedure - Status | | | | | | | |
| Extension of Stay - Download | | | | | | | |
| Documents | | | | | | | |

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 कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.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. | | | | | |
|--|-------|-------------------------------------|--------------|--|---------|------------------|---------|
| Information | Sr.No | Claim ID | Region | Hospital | Days | Applied Date | Status |
| Activities | 1 | XXXXXXXXXX | Secunderabad | Yashoda Super Speciality Hospital - Secunderabad | 31 - 60 | 06/04/2022 17:30 | Applied |
| Cancel Claim Extension Of Stay - Process Unlisted Procedure - Process MIS Reports Reimbursement Member Claims | | | | | | | |

| Menu | | Approval process of Extended Stay | | | | | |
|---|-----------------|-----------------------------------|---------------------------------|---------------------------|--------------------|-----------------------------|---------|
| Information | Claim ID | XXXXXXXXXX | Patient Name | XXXXXXXXXX | | | |
| Waiting For Members | Admission Date | 09/02/2018 18:00 | Applied For Stay Extension Date | 11/03/2018 | | | |
| Activities | Patient Details | Referral | Previous Stay Extension | Details of Stay Extension | Uploaded Documents | Decision For Stay Extension | |
| | | Group | Date | Reason/Remarks | Prop.Disch.Dt | Appr.Disch.Dt | Status |
| Cancel Claim | | Hospital User | 01-07-2022 11:01 | SOME REASON | 11-07-2018 | | Applied |
| Extension Of Stay - Process Extension of stay - NMI Unlisted Procedure - Process Extension of Stay - Download MIS Reports Reimbursement Member Claims | | | | | | | |

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.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

| Menu | | Approval process of Extended Stay | |
|------------------------------|---|--|--|
| Information | Claim ID: XXXXXXXXXX | Patient Name: XXXXXXXXXX | |
| Waiver for Members | Admission Date: 09/02/2018 15:10 | Applied For Stay Extension Upto: 11/03/2018 | |
| Activities | Patient Details Referral Previous Stay Extension Details of Stay Extension Uploaded Documents Decision For Stay Extension | Applied For Stay Extension Up-to: 11/03/2018 Status: <input type="radio"/> Approval for request of stay extension <input type="radio"/> Rejection of request for stay extension <input type="radio"/> Need More Info Required Grant Stay Extension Up-to: <input type="text"/> Remarks: <input type="text"/> <input type="button" value="Submit"/> | |
| Cancel Claim | | | |
| Extension Of Stay - Process | | | |
| Extension Of Stay - NMI | | | |
| Unlisted Procedure - Process | | | |
| Extension of Stay - Download | | | |
| NIS Reports | | | |
| Reimbursement | | | |
| Member Claims | | | |

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 Extension Of Stay Appendix - A,B & C | | | | | | | |
|---|-------|--|------------|--------------|----------|-------------------|------------|-------------------------------------|--------|
| Information | Sr.No | Claim ID | Admit Date | Days In Hosp | Range | Prop Discharge Dt | Extra Days | Download | Upload |
| Waiver For Members | 1 | XXXXXXXXXX | 09/02/2018 | 12 | 13 to 30 | 11/03/2018 | 18 | Download Appendix-A | |
| Activities | 2 | XXXXXXXXXX | 29/03/2018 | 12 | 13 to 30 | 28/04/2018 | 18 | Download Appendix-A | |
| | 3 | XXXXXXXXXX | 10/02/2018 | 12 | 13 to 30 | 18/03/2018 | 18 | Download Appendix-A | |
| Please Note: <ul style="list-style-type: none"> Download the Appendix-(A / B / C) Form Take the signature of the concerned person along with the hospital stamp Digitally sign the document and upload it Unless the Appendix-(A / B / C) form is digitally signed and uploaded, the the processing for extension of stay will not be available for processing | | | | | | | | | |
| Cancel Claim | | | | | | | | | |
| Extension Of Stay - Process | | | | | | | | | |
| Extension Of Stay - NMI | | | | | | | | | |
| Unlisted Procedure - Process | | | | | | | | | |
| Extension of Stay - Download | | | | | | | | | |
| NIS Reports | | | | | | | | | |
| Reimbursement | | | | | | | | | |
| Member Claims | | | | | | | | | |

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.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI MLS (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

| Menu | | Approval process of Extended Stay | |
|------------------------------|--|---|-----------------------------|
| Information | Claim ID: XXXXXXXX | Patient Name: XXXXXXXX | |
| Waiver For Members | Admission Date: 09/02/2018 15:10 | Applied For Stay Extension Upto: 11/03/2018 | |
| Activities | Patient Details | Referral | Previous Stay Extension |
| Cancel Claim | Applied For Stay Extension Up-to: 11/03/2018 | Details of Stay Extension | Uploaded Documents |
| Extension Of Stay - Process | Status: | <input checked="" type="radio"/> Approval for request of stay extension <input type="radio"/> Rejection of request for stay extension <input type="radio"/> Need More Info Required | Decision For Stay Extension |
| Extension Of Stay - NMI | Grant Stay Extension Up-to: | | |
| Unlisted Procedure - Process | Remarks: | | |
| Extension of Stay - Download | Approval Copy Of Appendix-A | Upload Approval | |
| MIS Reports | | | Submit |
| Reimbursement | | | |
| Member Claims | | | |

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 process of Extended Stay | |
|------------------------------|--|---|-----------------------------|
| Information | Claim ID: XXXXXXXX | Patient Name: XXXXXXXX | |
| Waiver For Members | Admission Date: 09/02/2018 15:10 | Applied For Stay Extension Upto: 11/03/2018 | |
| Activities | Patient Details | Referral | Previous Stay Extension |
| Cancel Claim | Applied For Stay Extension Up-to: 11/03/2018 | Details of Stay Extension | Uploaded Documents |
| Extension Of Stay - Process | Status: | <input checked="" type="radio"/> Approval for request of stay extension <input type="radio"/> Rejection of request for stay extension <input type="radio"/> Need More Info Required | Decision For Stay Extension |
| Extension Of Stay - NMI | Grant Stay Extension Up-to: 11/03/2018 | | |
| Unlisted Procedure - Process | Remarks: | Approved as requested | |
| Extension of Stay - Download | Approval Copy Of Appendix-A | Download Approval | Delete Approval |
| MIS Reports | | | Submit |
| Reimbursement | | | |
| Member Claims | | | |

After the upload of the Appendix it will go the next level for further approval if the extension is 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 मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

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 extensions. | | | | | |
|-----------------------------|-------|-------------------------------------|--------------|--|---------|---------------------|--------------------------|
| Claim Verification | Sr.No | Claim ID | Region | Hospital | Days | Applied Date | Status |
| Activities | 1 | XXXXXXXXXX | Secunderabad | Yashoda Super Speciality Hospital - Secunderabad | 31 - 60 | 06/06/2022 17:32 | Recommended for approval |
| Pre-authorization Letter | | | | | | | |
| Auth Letter-Extension | | | | | | | |
| Revert Request | | | | | | | |
| Extension Of Stay - Process | | | | | | | |
| Extension Of Stay - NMI | | | | | | | |
| MIS Reports | | | | | | | |
| Financial | | | | | | | |
| Supplementary | | | | | | | |
| Other | | | | | | | |

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.

| Menu | Approval process of Extended Stay | | | |
|-----------------------------|-----------------------------------|------------------|----------------------------------|--|
| Claim Verification | Claim ID | XXXXXXXXXX | Patient Name | XXXXXXXXXX |
| Activities | Admission Date | 30/12/2017 03:25 | Applied For Stay Extension Up-to | 28/02/2018 |
| Pre-authorization Letter | Patient Details | Admission | Details of Stay Extension | Uploaded Documents |
| Auth Letter-Extension | Applied For Stay Extension Up-to | 28/02/2018 | Status | <input type="radio"/> Recommended for stay extension <input type="radio"/> Recommended rejection for stay extension |
| Revert Request | Grant Stay Extension Up-to | | Remarks | |
| Extension Of Stay - Process | | | | |
| Extension Of Stay - NMI | | | | |
| MIS Reports | | | | |
| Financial | | | | |
| Supplementary | | | | |
| Other | | | | |

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

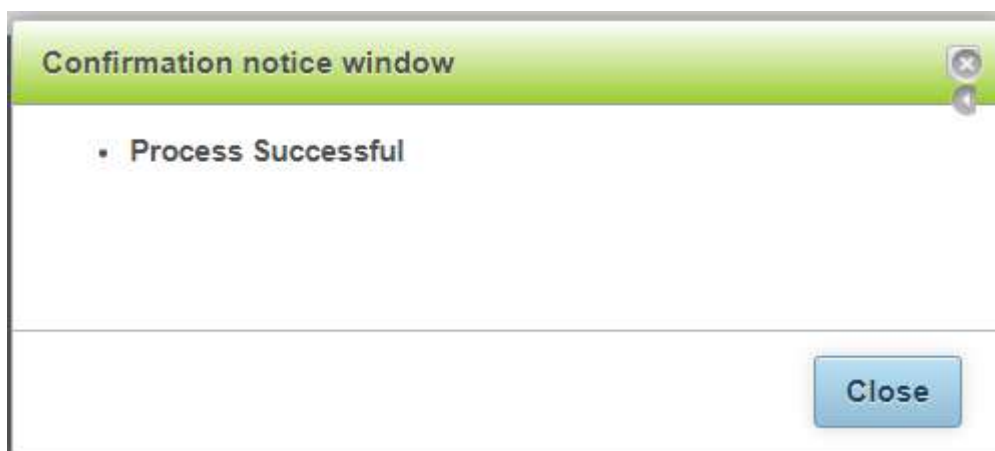
CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, ISO 9001:2015 Certified Company

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@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)



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 extensions. | | | | | |
|-------------------------------|-------|-------------------------------------|--------------|--|---------|------------------|------------------------|
| Activities | Sr.No | Claim ID | Region | Hospital | Days | Applied Date | Status |
| | 1 | XXXXXXXXXX | Secunderabad | Yashoda Super Speciality Hospital - Secunderabad | 31 - 60 | 07/04/2022 10:43 | Recommend for approval |
| Sanction Letter | | | | | | | |
| Process Request | | | | | | | |
| Revert Request | | | | | | | |
| ► Extension Of Stay - Process | | | | | | | |
| Extension Of Stay - NMI | | | | | | | |
| Manual Claim Allotment | | | | | | | |
| MIS Reports | | | | | | | |
| Financial | | | | | | | |
| Supplementary | | | | | | | |

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

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

| Menu | | Approval process of Extended Stay | | | | | |
|------------------------------|---------------------------|-----------------------------------|-------------------------|----------------------------------|--------------------|-----------------------------|--|
| Waiver For Members | Claim ID | XXXXXXX | | Patient Name | | XXXXXXX | |
| Activities | Admission Date | 09/02/2018 15:10 | | Applied For Stay Extension Up-to | | 10/04/2018 | |
| Sanction Letter | Patient Details | Admission | Previous Stay Extension | Details of Stay Extension | Uploaded Documents | Decision For Stay Extension | |
| Process Request | Group | Date | Reason/Remarks | Prop.Disch.Dt | Appr.Disch.Dt | Status | |
| Revert Request | Hospital User | 01-07-2022 12:45 | Required Extension | 10-04-2018 | | Applied | |
| Extension Of Stay - Process | ECHS Polyclinic | 01-07-2022 12:45 | if | | 10-04-2018 | Recommend for approval | |
| Extension Of Stay - NMI | RC - Joint Director (H S) | 01-07-2022 12:45 | af | | 10-04-2018 | Recommend for approval | |
| Extension of Stay - Download | | | | | | | |
| Manual Claim Allotment | | | | | | | |
| MIS Reports | | | | | | | |
| Financial | | | | | | | |
| Supplementary | | | | | | | |
| Other | | | | | | | |

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 of Extended Stay | |
|------------------------------|----------------------------------|--|--|
| Waiver For Members | Claim ID | XXXXXXX | |
| Activities | Admission Date | 09/02/2018 15:10 | |
| Sanction Letter | Patient Name | XXXXXXX | |
| Process Request | Applied For Stay Extension Up-to | 10/04/2018 | |
| Revert Request | Status | <input checked="" type="radio"/> Approved stay extension request <input type="radio"/> Reject stay extension request <input type="radio"/> Need More Info Required | |
| Extension Of Stay - Process | Grant Stay Extension Up-to | 10/04/2018 | |
| Extension Of Stay - NMI | Remarks | Approved | |
| Extension of Stay - Download | | | |
| Manual Claim Allotment | | | |
| MIS Reports | | | |
| Financial | | | |
| Supplementary | | | |
| Other | | | |

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.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

Menu

Download / Upload Extension Of Stay Appendix - A, B & C

| Sr.No | Claim ID | Admit Date | Days In Hosp | Range | Prop Discharge Dt. | Extra Days | Download | Upload |
|-------|----------|------------|--------------|----------|--------------------|------------|-------------------------------------|--|
| 1 | XXXXXX | 04/02/2018 | 00 | 31 to 60 | 16/04/2018 | 0 | Download Appendix-B | Upload Signed Appendix-B |

[Back To Extension Stay List](#)

Please Note

- Download the Appendix (A / B / C)
- Take the signature of the concerned person
- Digitally sign the document and upload it
- Unless the Appendix (A / B / C) is uploaded, the stay will not be available for processing

Confirmation notice window

Process Successful. Kindly download the Appendix B. Digitally sign it and upload. This is mandatory

Close

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.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

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 stay extensions. | | | | | |
|---|-------|-------------------------------------|--------------|--|----------|------------------|------------------------|
| Claim Verification | Sr.No | Claim ID | Region | Hospital | Days | Applied Date | Status |
| Activities | 1 | XXXXXXXXXX | Secunderabad | Yashoda Super Speciality Hospital - Secunderabad | 61 - 120 | 07/04/2022 11:05 | Recommend for approval |
| Process Request > Extension Of Stay - Process Extension Of Stay - NMI Unlisted Procedure - NMI Unlisted Procedure - Process Print Unlisted Procedure For Approval MIS Reports Supplementary Other | | | | | | | |

| Menu | Approval process of Extended Stay | |
|---|---|--|
| Claim Verification Activities Process Request > Extension Of Stay - Process Extension Of Stay - NMI Unlisted Procedure - NMI Unlisted Procedure - Process Print Unlisted Procedure For Approval MIS Reports Supplementary Other | Claim ID: XXXXXX Admission Date: 09/02/2018 15:10 Patient Name: ***** Applied For Stay Extension Upto: 09/06/2018 | Patient Details Admission Previous Stay Extension Details of Stay Extension Uploaded Documents Decision For Stay Extension |
| | Applied For Stay Extension Upto: 09/06/2018 STATUS: <input type="radio"/> Recommend for stay extension (Level-III) <input type="radio"/> Recommended rejection (Level-III) <input type="radio"/> Need More Info Required Grant Stay Extension Upto: 11/06/2018 * Remarks: | <input type="button" value="submit"/> |

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.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

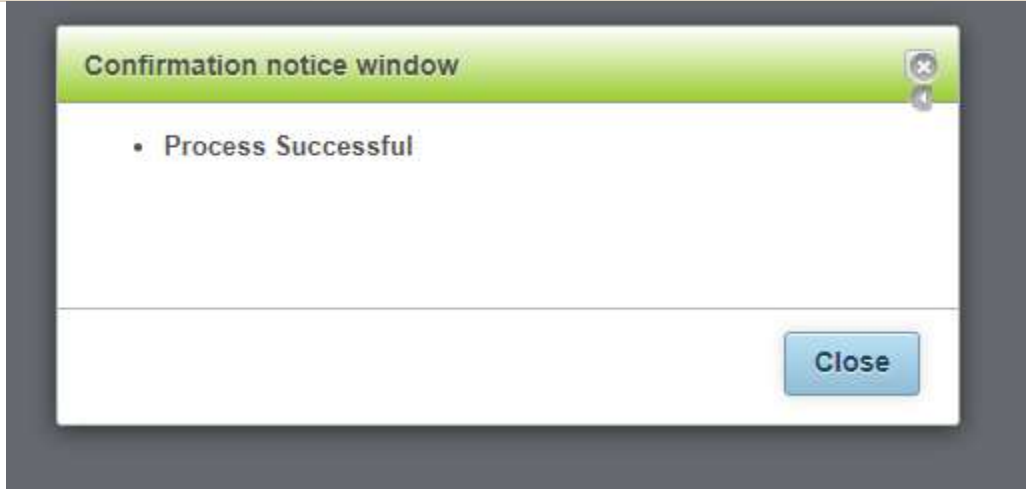
प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com



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.

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

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 | List of claims for stay extensions. | | | | | | |
|------------------------------|-------------------------------------|----------|--------------|----------------------|----------|---------------------|------------------------|
| Waiver For Members | Sr.No | Claim ID | Region | Hospital | Days | Applied Date | Status |
| Activities | 1 | XXXXXXX | Secunderabad | Apello DRDO Hospital | 61 - 120 | 01/07/2022 14:22 | Recommend for approval |
| Sanction Letter | | | | | | | |
| Extension Of Stay - Process | | | | | | | |
| Extension Of Stay - NMI | | | | | | | |
| Extension of Stay - Download | | | | | | | |
| MIS Reports | | | | | | | |
| Financial | | | | | | | |
| Other | | | | | | | |

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

| Menu | Approval process of Extended Stay | |
|------------------------------|--|---|
| Waiver For Members | Claim ID: XXXXXXX | Patient Name: XXXXXXX |
| Activities | Admission Date: 09/02/2018 15:10 | Applied For Stay Extension Upto: 09/06/2018 |
| Sanction Letter | Patient Details | Admission |
| Extension Of Stay - Process | Previous Stay Extension | Details of Stay Extension |
| Extension Of Stay - NMI | Uploaded Documents | Decision For Stay Extension |
| Extension of Stay - Download | Card Details | |
| MIS Reports | * Card ID: XXXXXXX * Service No.: * Name Of ESM: XXXXXXX * White Card Applicable: No * Service: Army * Rank: Hav / Dfr * Card Type: Pensioner * Category: GEN | |
| Financial | Personal Information | |
| Other | * Relation with Card Holder: Wife Gender: * Patient Name: XXXXXXX * Age: 67 * Patient's Aadhaar/UID Number: 25 XXXXXXX; * Address: 1-88 KAKARJALA * City: Mahbubnagar Pincode: * State: Telangana 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

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com

| Menu | | Approval process of Extended Stay | |
|------------------------------|---|--|--|
| Waiver For Members | Claim ID | Patient Name | |
| Activities | Admission Date 09/02/2018 15:10 | Applied For Stay Extension Up-to 09/06/2018 | |
| Sanction Letter | Patient Details | Details of Stay Extension | |
| Extension Of Stay - Process | Admission | Uploaded Documents | |
| Extension Of Stay - NMI | Previous Stay Extension | Decision For Stay Extension | |
| Extension of Stay - Download | Applied For Stay Extension Up-to 09/06/2018 | | |
| MIS Reports | Status | <input checked="" type="radio"/> Approved stay extension (Final) <input type="radio"/> Reject stay extension (Final) <input type="radio"/> Need More Info Required | |
| Financial | Grant Stay Extension Up-to 09/06/2018 | | |
| Other | Remarks | OK | |
| | | <input type="button" value="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 / Upload Extension Of Stay Appendix - A, B & C | | | | | | | |
|------------------------------|---|---|------------|--------------|------------|--------------------|-------------------------------------|--|--------|
| Waiver For Members | Dr.No | Claim ID | Admit Date | Days In Hosp | Range | Prop.DischARGE Dt. | Extra Days | Download | Upload |
| Activities | 3 | 09/02/2018 | 130 | 68 to 130 | 09/06/2018 | 0 | Download Appendix-C | Upload Signed Appendix-C | |
| Sanction Letter | Back To Extension Stay List Please Note: • Download the Appendix (A / B / C) • Take the signature of the cosys • Digitally sign the document and • Upload the Appendix (A / B / C) | | | | | | | | |
| Extension Of Stay - Process | Confirmation notice window. • process successful. Kindly download the Appendix C. Digitally sign it and upload. This is mandatory | | | | | | | | |
| Extension of Stay - NMI | | | | | | | | | |
| Extension of Stay - Download | | | | | | | | | |
| MIS Reports | | | | | | | | | |
| Financial | | | | | | | | | |
| Other | | | | | | | | | |

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

END

CIN: U65991MH1993GOI072051

पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099 • वेबसाइट: www.utiitsl.com

क्षेत्रीय कार्यालय

प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
दूरभाष: 022-67931010 • फैक्स: 022-67931099
ई-मेल: mumbai@utiitsl.com

CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-4:2011, 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@utiitsl.com