

“SOP of Cashless treatment under CPRMSE/NE in CMPDIL”

1. On admission of patients in the empaneled Hospital, the estimates for the treatment is forward by Hospital/Ex-Employee/Nominee to GM(P&A) at gmp.cmpdi@coalindia.in.
2. On receipt of estimate for Cashless facility, the same is forwarded to Medical Department and Finance Department to verify the estimates as well as amount available to beneficiaries.
3. After verification, it is placed before the Dir(T/CRD),CMPDI for obtaining approval for allowing Cashless treatment to the patient in the concerned Hospital upto the limit as decided at point No. 2.

Note:

- i) *It generally takes 3-5 working days for according approval for Cashless treatment.*
- ii) *Any items (like consumables, cosmetics, protein powder, etc) which are not admissible under CGHS are to be paid by the beneficiary directly to the Hospital and the same will be not covered under cashless order.*

4. Approval is communicated to the concerned Hospital/Ex-Employee/Nominee.
5. On completion of treatment, the Hospital raises the bill to the Company.
6. The bills are received at Medical Department and same are forwarded to Finance department for Audit and Payment.
7. After receipt of bills from Medical department, Finance department scrutinize the bills received in accordance with the entitlement and other rules and then process for payment after Audit.
8. Payment is made to the Hospital through SAP.
9. Details of Officers for CPRMSE/NE is furnished below:-

Name	Smt. Mamta Toppo	Smt. Shilpi Swaroop
Designation	Chief Manager (Personnel)	Dy. CMO
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