

GOVERNMENT OF GILGIT-BALTISTAN
FINANCE DEPARTMENT GILGIT-BALTISTAN
GILGIT-BALTISTAN SECRETARIAT

No F.A&A-2(21)/2018
Gilgit, dated 15th January, 2019

Subject- GUIDELINES/INSTRUCTIONS FOR SCRUTINY OF MEDICAL CLAIMS OF
EMPLOYEES GOVERNMENT OF GILGIT-BALTISTAN

I am directed to refer to the subject cited above and to say that the Medical re-Imbursement Committee has prepared (enclosed) guidelines in light of instructions conveyed by Directorate of Central Health Establishments Islamabad and Medical Attendance Rules, 1990 for examination of medical re-imbusement cases.

It is, therefore, requested to examine/scrutinize the medical cases in the light of enclosed guidelines and submit to Finance Department as and when required accordingly, please.

Signed
(Khush Gul Khan)
Section Officer (A&A)
Ph# 05811-920607

Distribution:

1. The Secretary to Hon'ble Governor, GB, Gilgit
2. The Secretary to Hon'ble Chief Minister GB, Gilgit.
3. The Director General, Chief Minister Inspection Team GB Gilgit
4. The Secretary, Home & Prison, GB, Gilgit.
5. The Inspector General of Police, Gilgit-Baltistan, Gilgit.
6. The Secretary Works, GB, Gilgit.
7. The Secretary Water & Power Department GB, Gilgit.
8. The Secretary Planning & Development Department GB, Gilgit.
9. The Secretary, Services & GAD Department, GB, Gilgit.
10. The Secretary, Agriculture, Livestock & Fisheries Department GB, Gilgit.
11. The Secretary, Education and Social Welfare Department GB, Gilgit
12. The Secretary Health Population and Welfare Department GB, Gilgit
13. The Secretary LG Department GB, Gilgit.
14. The Secretary, Forest and Wildlife Department GB, Gilgit.
15. The Secretary Law, Department GB, Gilgit.
16. The Secretary Minerals, Industries Commerce and Labour Deptt. GB Gilgit.
17. The Secretary Tourism, Sports and Culture Department GB, Gilgit.
18. The Secretary E&T Revenue & Usher and Cooperative Deptt GB, Gilgit.
19. The Secretary Food Department GB, Gilgit.
20. The Secretary Information Department GB, Gilgit.
21. The Secretary Social Welfare and Women Development Department GB, Gilgit.
22. The Director General GBDMA Gilgit.

*Circulate to all sub-offices
offices and process the
medical claims in the
light of enclosed guidelines.*
[Signature]
19/1/2019
AD (H)

Secretary (A&A)

Date:

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DSC (A&A)
19/1/19

GOVERNMENT EMPLOYEES IN LIGHT OF INSTRUCTIONS CONVEYED BY
DIRECTORATE OF CENTRAL HEALTH ESTABLISHMENTS PM'S NATIONAL
HEALTH COMPLEX CHAK SHAHZAD AND MEDICAL ATTENDANCE RULES, 1990.

The following points may be kept in mind for scrutiny of medical claims of employees of Government of GB:-

1. The claims should be forwarded through parent department of the employee. ✓
2. In case of spouse illness the CNIC of spouse should be attached.
3. In case of children treatment the CNIC/form B must be attached.
4. Photocopy of service card of Government servant and photo copy of pension book of the retired Govt. servant should be attached with claim.
5. Emergency certificate should clearly mention the nature of emergency/ disease duly signed and stamp by the treating Doctor / Authorized Medical attendant.
6. The treatment prescribed should correlate with the nature of emergency mentioned in the certificate.
7. In case emergency treatment taken from unauthorized Hospital, the distance certificate from resident authorized and authorized hospital should be attached.
8. In case the patient is referred to some other hospital by his authorized medical attendant, a copy of the referred letter/ move sanction, as the case should be attached with claim.
9. In case of obstetrics procedure (Delivery) from private hospital the following document must be attached:-
 - Record of antenatal visits to Govt. hospitals (antenatal card).
 - Emergency certificate must be attached with laboratory, ultrasound etc evidence indicating the nature of emergency.
10. The consultant fee of private doctor is not admissible.
11. Cost of Unani, Ayurvedic and Homeopathic medicines will not be reimbursed
12. Cost of treatment taken from the un-authorized hospital/ private clinic is not admissible.

The cost of following items are not reimbursed.

- Food supplements.
 - Soaps and Detergents.
 - Toilet and Cosmetic goods.
14. The prescription should be written on hospital OPD slip bearing OPD- No, Date, Name, Age, diagnosis, quantity of medicine and duration of treatment (in case chronic disease of the patient) and admission/ discharge slip (in case of indoor treatment) duly signed and stamp by treating doctor.
 15. Cash memos must be on proper printed form with license No. of chemist and signed by treating doctor.
 16. The cost of laboratory test taken from authorized public sector hospital is admissible.
 17. Unauthorized private labs are admissible only if referred by Govt. sector Hospital on non availability certificate.
 18. The cutting/ over writing on voucher and slip should be got verified from doctor.
 19. The treatment taken from the place where Federal Govt. Hospital is not available, the medical claim should be signed by M.S/ In charge of Provincial Govt. Hospital.
 20. In case of chronic disease the prescription should be valid for three months.
 21. Verification of re-imburement bill should done by civil surgeon/medical specialist of respective area where treatment taken.
 22. Only allowed to avail accommodation as ordinarily provided in the hospital.
 23. Re-imburement of medical charges for chronic diseases at OPD without admission:
 - a) Chronic pulmonary cardiovascular and circulatory disorders.
 - b) Tumours, malignancies, cancer and chronic blood disorders (thallasaemias etc).
 - c) Chronic hepato-renal disorders, organ failure, dialysis and transplants.
 - d) Chronic neuro-psychiatric diseases, neuropathies, epilepsy, paralysis.
 - e) Chronic inflammatory-infectious diseases (rheumatoid arthritis, hepatitis, TB, tetanus etc).
 - f) Chronic endocrine disorder (diabetes/ goiter, pancreatitis etc).
 - g) Chronic degenerative disorders.

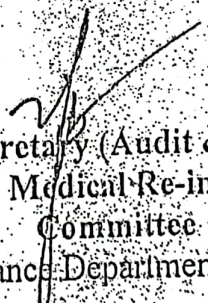
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- h) Poisoning, dog and snake bit.
- i) Drug abuse, STD, HIV/AIDS, VHF.
- j) Chronic skin diseases, allergies - chronic connective tissue and auto immune disorders.
- k) Injuries including orthopedics, burns, gunshot, blast and head injuries.
- l) Dar surgery (obstetric-gynae disorders, deliveries, cataract and eye/ENT day procedures).
- m) Shock, cardiogenic shock, stroke and electrolyte disorders.
- n) Treatment for eye, ENT and disabilities/handicaps.

24. The storekeeper of the Govt. Hospital will testify/ issue certificate that purchased medicines/ drugs are not available in the Govt. Hospital Store/ Pharmacy.

25. The treatment of following diseases/ illness does not accrue medical re-imburement:

- Dental implants, orthodontic appliances, bridging, crowning and provision of dentures.


Deputy Secretary (Audit & Accounts)/
Chairman Medical Re-imburement
Committee
Finance Department, GB

(Najeeb Alam)
Deputy Secretary (A&A)
Finance Dept. GB