



HEADQUARTER OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: CIG MARG: NEW DELHI
Telefax-23230146, VOIP- 10011019

No. U-16/30/534/2015-Pro.cell(SST) UTI-ITSL-Pt.-I/WUL

Dated:- 04.11.2016

To,

SSMC's/SMC's-All States
Director Insurance Medical Scheme-All States

Subject:- Engaging UTI-ITSL as a Bill Processing Agency (BPA) for scrutiny and processing of Tie-up/SST Bills of beneficiaries referred from ESIC/ESIS Institutions (Hospitals, Dispensaries, etc.) and **Training** thereof-reg

Sir/madam,

Pursuant to the web-upload of even number dated 21.10.2016, on the captioned subject it is informed that the training of the first phase in all ESIC Hospitals and the States of Andhra Pradesh, Gujarat Haryana, Karnataka, Telangana & West Bengal has been completed. **SSMC's/SMC's in coordination with Director Insurance Medical Services of remaining states are requested to initiate training in respective regions as per schedule attached.**

All officials of Finance & Accounts, Cash Branch and other key personnel dealing with SST (Referral and Billing activities) are to be actively involved in all the training activities to be conducted by UTI-ITSL professionals.

Competent Authorities are requested to identify a Nodal Officer with reasonable It knowledge to act as Master Trainer and communicate with SPOC of ESIC Hqrs' office for any requests regarding modification or change in the software application. It is also requested to identify personnel for carrying out the different activities related to online referral generation and verification of documents and payments.

Contd./-


As involvement of tie up hospitals is mandatory in adoption of the new bill clearing system it is to be ensured that these hospitals be informed to the addendum required to be incorporated in the already existing MoU which has to be accepted and signed by the tie up hospitals and ESIC authorities. **It is also requested to send communication to all Super Specialty Hospitals (providing tertiary care) empanelled with ESIS institutions to attend the training on the schedule date.**

Further instructions in the form of SOP's and approved addendum to MoU shall be issued from Hqrs' office in near future.

Compliance Report duly signed and stamped with the list of people attending the training is to be sent to the Hqrs' office both by email @dmc-sst.hq@esic.in and hard copy.

Encl:- Training Schedule

Yours faithfully,


4.11.16.

(Dr. Sangeeta Mathur)

Dy. Medical Commissioner (SST)

Copy for information to:-

- 1.PS to DG/FC/CVO/MC's/ IC(ICT)
2. DMC(ICT) & DMC-II
3. Director Finance & Accounts V-Hqrs' office
4. MD & CEO, UTI-ITSL, Navi Mumbai
- 5.Hindi Rajbhasha for translation
- 6.WCM with request to upload pdf on website

डा. संगीता मथुर
उप-निदेशिका
Dy. Medical Commissioner (SST)
डॉ. सा. सा. मथुरा // ESIC (SST)
आरोग्य विभाग, भारत सरकार, पंचसिला, दिल्ली-110002
पंचसिला, भारत सरकार, पंचसिला, दिल्ली-110002
Panchsila, Bhaawan, GSI Marg, New Delhi-110002