



SRI SIDDHARTHA EDUCATION SOCIETY (R)

**SRI SIDDHARTHA
MEDICAL COLLEGE & HOSPITAL**

Recognized by the National Medical Commission, New Delhi
Constituent College of Sri Siddhartha Academy of Higher Education
(Deemed to be University, Declared under Section 3 of the UGC Act, 1956)

Accredited 'A+' Grade by NAAC

**Standard operating procedure (SOP) for the patient
admitted in under various GOVT /INSURANCE
schemes**

SSMC/CAO/2025/39

14 JULY 2025

1. Treating medical unit/insurance staff must explain about the various schemes available to patients and the documents required to process the claims under such schemes to patients / relatives so to make it totally no out of pocket expenditure.
2. with regard to the govt schemes/insurance the treating doctors /nursing staffs should be well aware of the diagnosis to include patient in any one of the schemes, and various expenses which covered under the package like diagnostic, Investigations, drugs, consumables and surgical procedure including the surgical items.
3. Treating doctors should not prescribe any medicines, consumables, surgical items from outside. All these should be included in the scheme package only.
4. Hospital will procure medicine/consumable and surgical items which are generic in nature from Amrut pharmaceutical/Jana sanjeevini (HLL) and the same to be supplied to the inpatient as per requirement on day-to-day basis.
5. All the admissions/day care patients to be counseled by the treating doctors'/nurses/insurance staff and medical superintendent (admin) for the collection of documents to raise pre authorization every day before 2 pm. which helps to include the patient in any one of the schemes.

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6. Concerned professor or medical personnel should monitor entire guidelines regularly. Monthly OPD /IPD statistics will be reviewed periodically and also about the patient under schemes.
7. Out of the pocket expenditure if at all anything arises out of during the course of stay of the patient in the hospital, which are necessary for the investigations / treatment should be well explained to patients /care takers before taking up the procedure, and the same to be documented with signature of the unit head and consent from patient / relative. which helps to enhance the patient satisfaction and give good opinion about the Hospital.
8. All the staff should adhere to the above SOP and co-operate to increase the number of patients getting admitted to our hospital.


As approved by the honourable Chancellor.


(Dr. Kiran Kumar.M)
Chief Administrative Officer

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