

Government of Telangana Aarogyasri Health Care Trust

CIRCULAR

No.AHCT/EMP/1826/2017

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Sub:- AHCT – Empanelment of Net Work Hospitals in the Telangana State – MEDCO (S)- Addition or Deletion or resignation – Submission of details through hospital login – Change of Bank and PAN Details - certain instructions – Reg.

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During the course of time, it is noticed that the NWHs are frequently changing the MEDCO(s) according to their requirement. In order to maintain a common strategy, the following instructions are issued:-

When hospital is empanelled (3) MEDCO are being allotted with their logins. During the course of time, they are being changed due to leave or resignation etc., Whenever they need new MEDCO, the NWH suppose to raise CR (Change Request) through their login. While raising CR, the following details should be submitted to avoid correspondence.]

1. No.of medcos list with name of the doctor, registration no, user id and active status.
2. Reason(s) for adding of additional medco.
3. Declaration form on the letter head of the hospital and with applicant photo, signature and MD/CEO stamp & signature.
4. APMC/TSMC registration certificate
5. Digital Signature Application Form with applicant photo, signature
6. Name of the Medco, whose name has to be inactivated.
7. Addendum: on Rs.100/- stamp paper having the following details:
 - a) Addendum for change of MEDCO.
 - b) Details of MEDCO: Name of the Medco, Qualifications, Experience, APMC/TSMC No, Phone NO. Email. ID and stated that " the MEDCO has signed according to MOU and MEDCO should be accepted "

Note: Before sending the CR, pl check whether the Doctor details are existing in the TRUST login and APMC/TSMC login. If not, send those details to empanelment department for updation in the Aarogyasri data base. On receipt of above details through CR, the following action is initiated.

1. All details will be checked immediately.
2. The resigned doctor MEDCO login or details will be kept inactive so that he/she details will be mapped in another hospital.
3. New MEDCO will be assigned new login through Empanelment Dept and IT department. This process will be completed in a day or two.

Regarding change of Bank Account and PAN card, CR has to be raised by submitting the following details.

1. Account should be in the hospital name only with reasons.
2. Bank name & Branch name
3. IFSC Code.
4. Affidavit on Rs.100/- Bond Paper
5. PAN card . It should be in the name of hospital only.
6. Cancelled cheque (to make cross verification).

The request of NWH will be processed in a day or two.

All the NWH are requested to submit the details whenever Change Requests (CR) raised through their login to avoid delay and correspondence.


Chief Executive Officer