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Central Organisation ECHS  
Adjutant Generals Branch  
Integrated Headquarters  
Ministry of Defence (Army)  
Thimayya Marg  
Near Gopinath Circle  
Delhi Cantt -110010

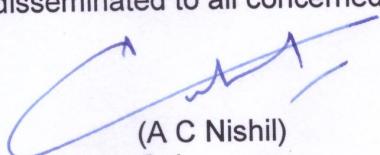
B/49769/AG/ECHS

11 Apr 2022

All RCs

### EXTENSION OF STAY FOR HOSPITALS MODULE

1. The BPA has developed an '**Extension Of Stay Module**' for the benefit of the Hospital and beneficiaries in a step to further digitization of the system and automate the process.
2. The module is designed to give extension in three stages beyond 12 days as under :-
  - (a) Stage I (13 to 30 Days)-Approval by OIC, Polyclinic.
  - (b) Stage II(31 to 60 Days)-Approval by Dir RC through OIC Polyclinic and JDHS RC.
  - (c) Stage III(61 to 120 Days)- Approval by MD ECHS through OIC PC,JDHS RC, Dir RC, Dir(Med) CO ECHS and Dy MD CO ECHS.
3. The empanelled hosp will intimate the necessity of extended hospitalization through the BPA portal ([www.echsbpa.utiitsl.com/ECHS](http://www.echsbpa.utiitsl.com/ECHS)) with required supporting docu and the duration of requirement of Extended Stay in stages. The status after the submission may be checked by the hospital on the BPA site.
4. Detailed instructions to the users for requesting the extension of stay and its approval process is attached as Appx. The module will be live from 11 April 2022 onwards.
5. The contents of this letter may pl be widely disseminated to all concerned.



(A C Nishil)  
Col  
Dir(Med)  
For MD ECHS

#### Copy to: -

Mod/DoESW  
CGDA  
UTI-ITSL(BPA)  
SDCPL

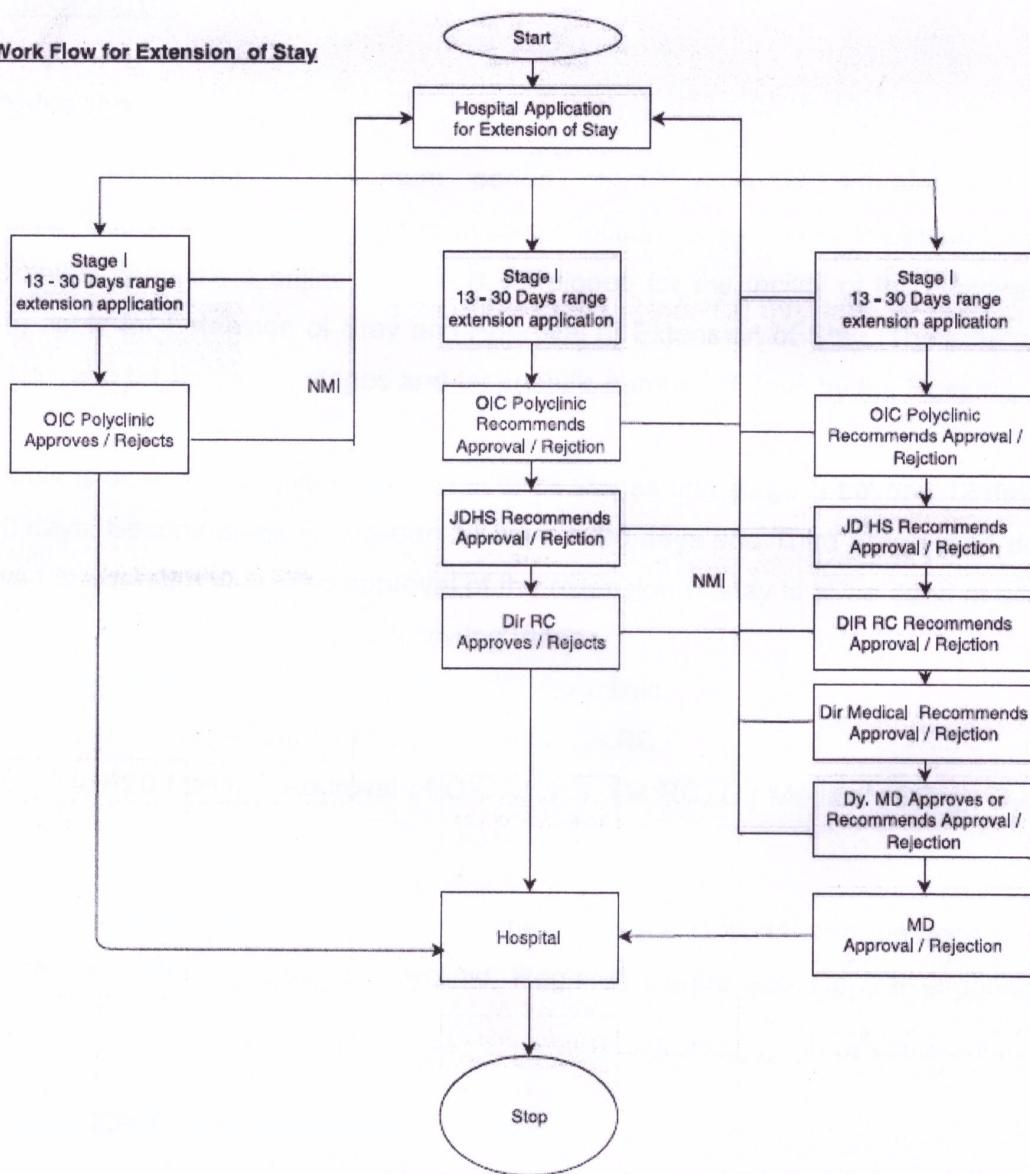
For Info pl

#### Internal

All Sec -for info  
Stats & Automation Sec-for uploading on website

### Work Flow

#### Work Flow for Extension of Stay



CIN: U65991MH1993GOI072051

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## INSTRUCTION FOR USERS FOR APPLICATION OF EXTENSION OF STAY ON BPA PORTAL OF ECHS

### **1. Introduction**

Hospital admission for a maximum period of 12 days is adequate for most procedures/treatment. to monitor and to accord sanction for extended in patient treatment at empanelled hospitals a online module is developed for the facility of the Hospitals and ECHS to apply for Extension of Stay and Approval of Extension of Stay. The extension of stay will have to be applied in stages and for specific number of days by the Hospital.

The module is designed to give extension in three stages first stage is beyond 12 days and up to 30 days, Second stage is between 31 days to 60 days and Third Stage is 61 days to 120 days for extended stay. The approval of the extension of stay is to be done at different levels and by different officials in the following manner:

Stage I (13 days to 30 Days) – Approval of OIC, Polyclinic

Stage II (31 to 60 Days) – Approval of OIC, JDHS, Dir RC

Stage III (61 to 120 Days) – Approval of OIC, JDHS, Dir RC, Dir Medical (COrg), Dy. MD, and MD

This system will affect two groups of users. The first is the Hospital and the second is the ECHS Users at different roles at Polyclinic, Regional Centre and Central Organisation, ECHS.

### **2. INSTRUCTIONS FOR THE HOSPITAL USER**

Hospitals will apply for the extension of stay for the patients wherever it is necessary for the treatment of the patient beyond 12 days of Hospitalization. The module is designed to give extension in three stages first stage is beyond 12 days and up to 30 days, Second stage is between 31 days to 60 days and Third Stage is 61 days to 120 days for extended stay. The

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Stage I (13 days to 30 Days) – Approval of OIC, Polyclinic

Stage II (31 to 60 Days) – Approval of OIC, JDHS, Dir RC

Stage III (61 to 120 Days) – Approval of OIC, JDHS, Dir RC, Dir Medical (CORG), Dy. MD, and MD.

Hospital is to apply with the exact dates for which extension is required and with reasons and documents in support of the case. Hospitals can see the status of the extension of stay applied under the link of Status of Extension of Stay.

Following are the screens for application and Status of Extension of Stay with self explanatory fields to be filled. System will validate the responses and then only will be submitted.

Stage I (13 days to 30 Days) – Approval of OIC, Polyclinic

Below is the screen for application of Extension of Stay. Click the link under Activities > Extension of Stay – Apply. Enter the Claim ID for which extension of stay has to be applied.

Menu		Claim For Pre-Authorization Of Extended Stay	
Intimation		Current Page	
Bill Submission		Claim ID	<input type="text"/>
Activities		<input type="button" value="Submit"/>	
Cancel Claim			
Cancel Accepted Referral			
Extension Of Stay - Apply			
Extension Of Stay - NMI			
Extension Of Stay - Status			
Unlisted Procedure - Apply			
Unlisted Procedure - NMI			
Unlisted Procedure - Download			
Unlisted Procedure - Status			
Documents			
MTS Reports			

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Intimation		Claim For Stay Extension → Current Page							
Bill Submission		Sr.	Claim ID	Adm. No.	Admit Date	Card ID	Patient Name	Room No	Acknowledged On
Activities		Fresh Cases	1   XXXXXXXXXXXX	381967	30/12/2017	XXXXXXXXXXXX	XXXXXXXXXXXXXX	ACU	02-Jan-2018 11:05
<a href="#">Cancel Claim</a> <a href="#">Cancel Accepted Referral</a> <a href="#">Extension Of Stay - Apply</a> <a href="#">Extension Of Stay - NMI</a> <a href="#">Extension Of Stay - Status</a> <a href="#">Unlisted Procedure - Apply</a> <a href="#">Unlisted Procedure - NMI</a> <a href="#">Unlisted Procedure - Download</a>									

Click the Claim ID link to open the claim.

Menu		Application For Pre-Authorization For Extended Stay							
Intimation		Claim ID	XXXXXXXXXXXX	Patient Name	XXXXXXXXXXXXXX				
Bill Submission		Name Of ESM	XXXXXXXXXXXXXX	Relation	Son				
Activities		Admission Date	30/12/2017 03:25	Expected Discharge Date	06/01/2018				
		Patient Details	Admission	Details of Stay Extension	Upload Documents				
<p>Please note: Upload Stay Extension Document under Document Tab.</p> <p>Range of stay extension 31 - 60</p> <p>Diagnosis</p> <p>Proposed New Date Of Discharge</p>									

Enter the dates and reason/diagnosis for the extension of claim along with the new date of proposed discharge.

Menu		Application For Pre-Authorization For Extended Stay												
Intimation		Claim ID	XXXXXXXXXXXX	Patient Name	XXXXXXXXXXXXXX									
Bill Submission		Name Of ESM	XXXXXXXXXXXXXX	Relation	Son									
Activities		Admission Date	30/12/2017 03:25	Expected Discharge Date	06/01/2018									
		Patient Details	Admission	Details of Stay Extension	Upload Documents									
		<p>Help</p> <p>Stay Extension Documents</p> <p>Select Document Type From The List</p> <p>Choose File No file chosen Upload</p> <p>All the documents uploaded must be in PDF format</p> <p>Select any one document type from the list and click on the browse button. Select the file and click on upload button</p> <table border="1"> <tr> <td>Sr</td> <td>Document Type</td> <td>File Name</td> <td>File Size</td> <td>Date</td> </tr> </table>								Sr	Document Type	File Name	File Size	Date
Sr	Document Type	File Name	File Size	Date										

Upload the document in support of the Extension of Stay requirement.

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Menu		Application For Pre-Authorization For Extended Stay									
<a href="#">Intimation</a> <a href="#">Bill Submission</a> <a href="#">Activities</a> <a href="#">Cancel Claim</a> <a href="#">Cancel Accepted Referral</a> <a href="#">Extension Of Stay - Apply</a> <a href="#">Extension Of Stay - NMI</a> <a href="#">Extension Of Stay - Status</a> <a href="#">Unlisted Procedure - Apply</a> <a href="#">Unlisted Procedure - NMI</a> <a href="#">Unlisted Procedure - Download</a> <a href="#">Unlisted Procedure - Status</a> <a href="#">Documents</a> <a href="#">MIS Reports</a>	Claim ID	XXXXXXXXXXXXXX	Patient Name	XXXXXXXXXXXXXX							
	Name Of ESM	XXXXXXXXXXXXXX	Relation	Son							
	Admission Date	30/12/2017 03:25	Expected Discharge Date	06/01/2018							
	<input type="button" value="Patient Details"/> <input type="button" value="Admission"/> <input type="button" value="Details of Stay Extension"/> <input type="button" value="Upload Documents"/>										
	<b>Please note:</b> Upload Stay Extension Document under Document Tab. Range of stay extension 31 - 60 Extension is required for proper management of patient.										
	Diagnosis Proposed New Date Of Discharge <input type="text" value="28/02/2018"/>										
	<table border="1"> <thead> <tr> <th>Sr</th> <th>Document Type</th> <th>File Name</th> <th>File Size</th> <th>Date</th> </tr> </thead> </table>						Sr	Document Type	File Name	File Size	Date
	Sr	Document Type	File Name	File Size	Date						

Menu		Claim For Pre-Authorization Of Extended Stay					
<a href="#">Intimation</a> <a href="#">Bill Submission</a> <a href="#">Activities</a> <a href="#">Cancel Claim</a> <a href="#">Cancel Accepted Referral</a> <a href="#">Extension Of Stay - Apply</a> <a href="#">Extension Of Stay - NMI</a> <a href="#">Extension Of Stay - Status</a> <a href="#">Unlisted Procedure - Apply</a> <a href="#">Unlisted Procedure - NMI</a> <a href="#">Unlisted Procedure - Download</a> <a href="#">Unlisted Procedure - Status</a> <a href="#">Documents</a> <a href="#">MIS Reports</a>	Current Page	Claim ID	9265358				
	<b>Information notice window</b> • Intimation For Stay Extension Sent For Approval <input type="button" value="Close"/>						

On submission of the request a message of Intimation for Stay Extension Sent for Approval comes on the screen.

To check the status of extension of Stay status check the link Extension of Stay – Status

Menu		Application for stay extension - Status							
Intimation	Sr.No	Claim ID	Applied Date	Range	Prop. DOD	App. DOD	Process Date	Remarks	Status
Bill Submission	1	XXXXXXXXXXXX	06/04/2022 17:30	31-60	28/02/2018	28/02/2018	06/04/2022 17:32	approved	
Activities	2	XXXXXXXXXXXX	04/04/2022 10:56	31-60	10/02/2018	05/02/2018	04/04/2022 11:46	no need upto 7	
Cancel Claim	3	XXXXXXXXXXXX	25/03/2022 10:39	30	29/01/2018	29/01/2018	01/04/2022 10:40	Extension is granted	
Cancel Accepted Referral	4	XXXXXXXXXXXX	31/03/2022 11:41	30	22/01/2018	17/01/2018	01/04/2022 13:08	5 days of extra stay is enough	
Extension Of Stay - Apply	5	XXXXXXXXXXXX	25/03/2022 15:11	31-30	18/06/2014	16/06/2014	25/03/2022 15:14	aoor	Recommended for Approval By ECHS Polyclinic
Extension Of Stay - NMI	6	XXXXXXXXXXXX	25/03/2022 12:12	31-30	04/08/2016	04/08/2016	25/03/2022 11:13	app	Recommended for Approval By ECHS Polyclinic
Extension Of Stay - Status	7	XXXXXXXXXXXX	25/03/2022 11:57	30	12/06/2017	12/06/2017	25/03/2022 12:05	jj	Recommended for Approval By ECHS Polyclinic

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### INSTRUCTION FOR POLYCLINIC USER (OIC POLYCLINIC)

The OIC Polyclinic will use the link Activities > Extension of Stay – Process. Open the Claim after clicking the Claim ID link and Process the request of Extension of Stay of the Hospital. Here the user can do the approval, rejection or ask for NMI from Hospital for processing the request.

List of claims for stay extensions.							
Intimation	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
	1	XXXXXXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	31 - 60	06/04/2022 17:30	Applied

**Menu**

- Cancel Claim
- Extension Of Stay - Process
- Unlisted Procedure - Process
- MIS Reports
- Reimbursement
- Member Claims
- Other

Approval process of Extended Stay							
Intimation	Claim ID	XXXXXXXXXXXXXX	Patient Name	XXXXXXXXXXXXXX			
Activities	Admission Date	14/08/2014 14:50	Applied For Stay Extension Upto	13/09/2014			
Cancel Claim	Patient Details	Referral	Details of Stay Extension	Uploaded Documents	Decision For Stay Extension		
Extension Of Stay - Process	Applied For Stay Extension Up-to		13/09/2014	<input type="radio"/> Approval for request of stay extension <input type="radio"/> Rejection of request for stay extension <input type="radio"/> Need More Info Required			
Unlisted Procedure - Process	Status						
MIS Reports	Grant Stay Extension Up-to						
Reimbursement	* Remarks						
Member Claims							
Other							

Using the request for Approval for request of Stay extension, Rejection of request for stay extension or Need more Info Required by selecting the appropriate radio button and giving the date for approval along with remarks and submit. In the stage I request for approval from (13 to 30 Days) it will be going back to Hospital based on the recommendation of OIC Polyclinic.

In case the approval or rejection is for the Stage II or Stage II it will go to JD HS, Regional Centre for further approval/rejection of the request. After JD HS it will go to Director RC for approval or rejection. In case of NMI from OIC Polyclinic it will go back to Hospital for NMI response.

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### INSTRUCTION FOR JD HS REGIONAL CENTRE

Extension of Stay request from Hospitals will reach to Polyclinics for all stages of approval. In case of the Extension of Stay is required for Stage II (31 to 60 Days) or Stage III (61 to 120 Days) the application request of Hospital will come to JDHS for approval/rejection after the recommendation of OIC, Polyclinic.

Menu		List of claims for stay extensions.					
Claim Verification	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Activities	1	XXXXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	31 - 60	06/04/2022 17:32	Recommend for approval
Pre-Authorization Letter							
Auth Letter-Extension							
Revert Request							
Extension Of Stay - Process							
Extension Of Stay - NMI							
MIS Reports							
Financial							
Supplementary							
Other							

Open the link and submit after selecting the status as Recommended for Stay Extension and Recommended rejection for stay extension. Or can raise the NMI to the Hospital in case of need more information from the Hospital. Once the Hospital replies to the NMI it will come under Extension of Stay – NMI link. From this link open the claim and process for further approval.

Menu		Approval process of Extended Stay					
Claim Verification		Claim ID	XXXXXXXXXXXX	Patient Name	XXXXXXXXXXXX		
Activities		Admission Date	30/12/2017 03:25	Applied For Stay Extension Upto	28/02/2018		
Pre-Authorization Letter		Patient Details	Admission	Details of Stay Extension	Uploaded Documents	Decision For Stay Extension	
Auth Letter-Extension							
Revert Request							
Extension Of Stay - Process							
Extension Of Stay - NMI							
MIS Reports							
Financial							
Supplementary							
Other							
		Applied For Stay Extension Up-to	28/02/2018	Status	<input type="radio"/> Recommended for stay extension <input checked="" type="radio"/> Recommended rejection for stay extension		
		Grant Stay Extension Up-to		* Remarks	<input type="button" value="Submit"/>		

After the recommendation of JD HS the request will go to the Director RC for approval / rejection for the cases where the extension of stay is required for Stage II( 31 to 60

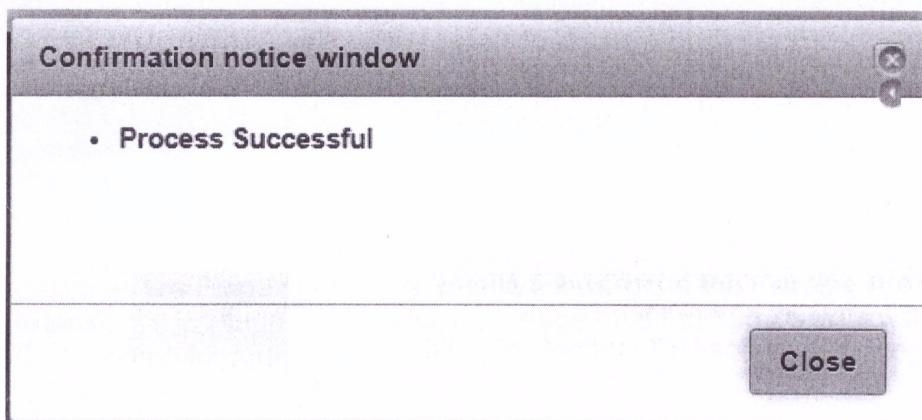
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Days) and in case the request is for extension of stay of Stage III (61 to 120 Days) it will go to Central Organisation Director Medical for approval / rejection.



On JD HS click of Submit button the above message will come as Process Successful.

#### **INSTRUCTION FOR DIRECTOR REGIONAL CENTRE**

After the processing of the Extension of Stay by JD HS application will come to Director Regional Centre. The Director RC for approval / rejection for the cases where the extension of stay is required for Stage II( 31 to 60 Days) and in case the request is for extension of stay of Stage III (61 to 120 Days) it will go to Central Organisation Director Medical for approval / rejection. Following is the screen for approval / rejection of the request of application of Hospital for extension of Stay.

Menu		List of claims for stay extensions.						
Activities	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status	
Sanction Letter	1	XXXXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	31 - 60	07/04/2022 10:43	Recommend for approval	
Process Request								
Revert Request								
Extension Of Stay - Process								
Extension Of Stay - NMI								
Manual Claim Allotment								
MIS Reports								
Financial								
Supplementary								

On Clicking the link of Claim ID the claim will open and there the processing has to be done.

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Menu		Approval process of Extended Stay				
<b>Activities</b> Sanction Letter Process Request Revert Request Extension Of Stay - Process Extension Of Stay - NMI Manual Claim Allotment MIS Reports Financial Supplementary Other	Claim ID	XXXXXXXXXXXX	Patient Name	XXXXXXXXXXXX		
	Admission Date	30/12/2017 03:25	Applied For Stay Extension Upto	28/02/2018		
	Patient Details    Admission    Details of Stay Extension    Uploaded Documents    Decision For Stay Extension					
	Applied For Stay Extension Up-to: 28/02/2018 Status: <input type="radio"/> Approved stay extension request <input type="radio"/> Reject stay extension request					
	Grant Stay Extension Up-to: <input type="text"/> Remarks: <input type="text"/>					
	<input type="button" value="Submit"/>					

Based on the Stage of Approval required it will go to the Hospital in case the request of extension is in Stage II and in case of Stage III (61 to 120 Days) it will go to the Central Organisation for further approval.

Menu		List of claims for stay extensions.						
<b>Claim Verification</b> Activities Process Request Extension Of Stay - Process Extension Of Stay - NMI Unlisted Procedure - NMI Unlisted Procedure - Process Print Unlisted Procedure For Approval MIS Reports Supplementary Other	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status	
	1	XXXXXXXXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	61 - 120	07/04/2022 11:05	Recommend for approval	

### INSTRUCTION FOR DIRECTOR REGIONAL CENTRE

After the approval / rejection recommendation of RC Director the request will come to Director Medical (Central Organisation) for further approval / reject. The following screen will appear on click of the link Activities > Extension of Stay – Process.

On click of the link of Claim it opens and the user can Approve / Reject the request or raise NMI.

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Menu		List of claims for stay extensions.					
Claim Verification	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Activities	1	XXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	61 - 120	07/04/2022 11:05	Recommend for approval
Process Request							
Extension Of Stay - Process							
Extension Of Stay - NMI							
Unlisted Procedure - NMI							
Unlisted Procedure - Process							
Print Unlisted Procedure For Approval							
MIS Reports							
Supplementary							
Other							

### INSTRUCTION FOR Dy. MD ECHS

Request for approval / rejection of the request of extension of stay in Stage III (61 to 120 Days) will come to Dy. MD, ECHS for approval / rejection. On click of the link Activities > Extension of Stay – Process the following screen will come.

Menu		List of claims for stay extensions.					
Activities	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Sanction Letter	1	XXXXXX	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	61 - 120	07/04/2022 11:12	Recommend for approval
Process Request							
Extension Of Stay - Process							
Extension Of Stay - NMI							
MIS Reports							
Financial							
Supplementary							
Other							

On Click of the link the following screen will come. Here the user will recommend approval / rejection or will approve the request. In case of approval it will go back to Hospital.

Menu		Approval process of Extended Stay					
Activities	Claim ID	XXXXXX	Patient Name	XXXXXX			
	Admission Date	30/12/2017 03:25		Applied For Stay Extension Upto	29/04/2018		
Sanction Letter	Patient Details	Admission	Details of Stay Extension	Uploaded Documents	Decision For Stay Extension		
Process Request	Applied For Stay Extension Up-to	29/04/2018					
Extension Of Stay - Process							
Extension Of Stay - NMI							
MIS Reports							
Financial							
Supplementary							
Other							
	Status						
	Grant Stay Extension Up-to						
	* Remarks					Submit	

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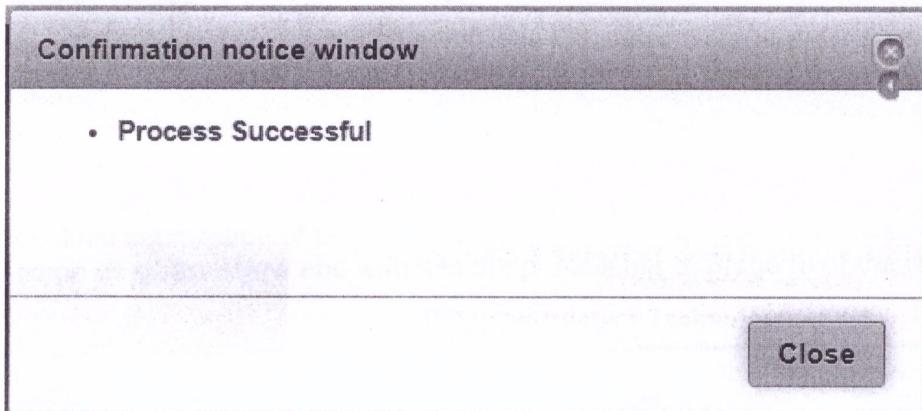
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On submit of request the process successful message will come as under:



### INSTRUCTION FOR MD ECHS

For final approval on recommended case of Dy. MD for rejection / approval is to be done by MD. ECHS. User will go on the Activities > Extension of Stay – Process link and on click of the link following screen will open. On click of the Claim ID link the detail of the Claim open.

Menu				List of claims for stay extensions.			
Activities	Sr.No	Claim ID	Region	Hospital	Days	Applied Date	Status
Sanction Letter	1	XXXXXX0000	Secunderabad	Yashoda Super Speciality Hospital - Secunderabad	61 - 120	07/04/2022 11:20	Recommend for approval
► Extension Of Stay - Process							
Extension Of Stay - NMI							
MIS Reports							
Financial							
Other							

Details of the Claim for decision on the recommended extension of stay has to be done. The user can select the Approved stay of Extension or Reject Stay of Extension and submit with this the final approval / rejection will go to the Hospital.

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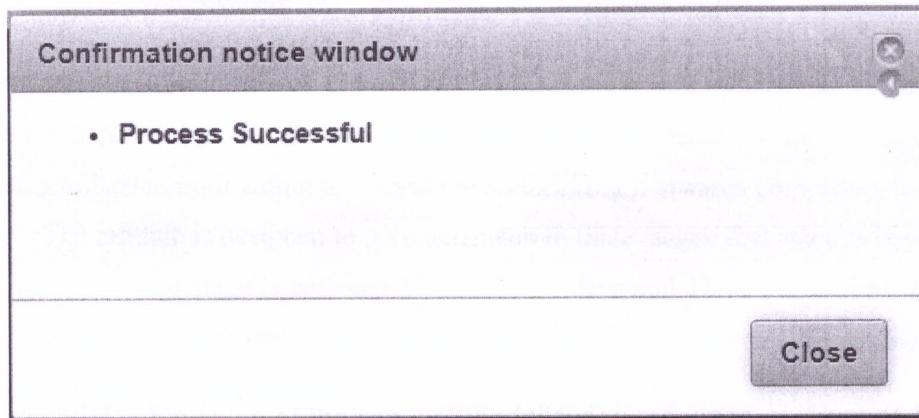
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Menu		Approval process of Extended Stay				
Activities		Claim ID	XXXXXXXXXX	Patient Name	XXXXXXXXXXXX	
		Admission Date	30/12/2017 03:25	Applied For Stay Extension Upto	29/04/2018	
Sanction Letter	<input type="button" value="Patient Details"/>	<input type="button" value="Admission"/>	<input type="button" value="Details of Stay Extension"/>	<input type="button" value="Uploaded Documents"/>	<input type="button" value="Decision For Stay Extension"/>	
Extension Of Stay - Process						
Extension Of Stay - NHI		Applied For Stay Extension Up-to	29/04/2018	Status	<input checked="" type="radio"/> Approved stay extension (Final) <input type="radio"/> Reject stay extension (Final)	
MIS Reports				Grant Stay Extension Up-to	29/04/2018	
Financial				* Remarks	Approved	
Other					<input type="button" value="Submit"/>	

On final submission of the request the following message of Process Successful will come as given below and with this the processing of Stage III of the request completes.



END

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