



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

DEPARTMENT OF ADMINISTRATION

NO.A.60011/50/2014-GS-III [Medical]

Date : 25/05/2015

Administrative Circular

Sub : **Simplification of procedure for IPD treatment in AAI empanelled hospitals/nursing homes to AAI Employees [Serving & Retired]**

In order to provide hassle free IPD treatment to the AAI beneficiaries at AAI empanelled hospitals/nursing homes, it has been decided to simplify the procedure of obtaining the credit letters by AAI employees [Serving & Retired].

Instead of the existing procedure of obtaining of credit letter in person, the following system shall be followed :-

- AAI beneficiaries requiring IPD treatment shall produce AAI medical card to the concerned hospital/Nursing Home.
- Hospital/Nursing Home will admit the patient on the basis of medical card issued to employees and provide bed/room as per the entitlement of employees [entitlement available with the Hospital]
- Hospital will get the prescribed form for admission filled from concerned employees [Form is enclosed as per Annexure A which is also available with the Hospital].
- On the basis of prescription of specialist doctor, an estimate will be prepared by the Hospital
- Hospital will sent e-mail enclosing scanned copy of the following documents to AAI on notified e-mail of AAI i.e medical-admn@aai.aero
 1. Copy of Medical Card of employee
 2. Form of admission
 3. Copy of estimate



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- After verification/examination and due process, AAI will issue credit note to hospital for maximum period of one week and shall issue such credit note through e-mail. In case patient is required to stay beyond one week, the hospital will get permission from AAI for the same.
- As soon as the patient is recovered from illness, the hospital will discharge the patient and inform the AAI through e-mail.
- The hospital will send the bill along with above documents as per MoU. Employees are required to sign the bills raised by hospitals after verification.

Further the above procedure shall initially be for AAI beneficiaries at CHQ and will be effective from 01st June, 2015 onwards. The other Delhi based establishments of AAI will switch over from the present system to the above said new procedure from 01st July, 2015, and till then continue to issue the credit letter as per the existing procedure for the time being.

[T. PREMNATH]

EXECUTIVE DIRECTOR [ADMN.]

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