



GOVERNMENT OF KERALA

Abstract

Health & Family Welfare Department – Implementation of Rashtriya Swasthya Bima Yojana (RSBY) and Comprehensive Health Insurance Scheme (CHIS) - Record keeping, register Maintenance, weekly/ monthly reports - Instructions - Orders issued.

HEALTH & FAMILY WELFARE (M) DEPARTMENT

GO(MS)No. 541/2008/H&FWD. Dated, Thiruvananthapuram, 16.10.2008

Read: G.O.(P) No. 95/08/LBR dated 4.7.2008 of Labour and Rehabilitation (J) Department.

**ORDER**

As per the Government Order above, Government have launched Rashtriya Swasthya Bima Yojana (RSBY) for BPL workers and Comprehensive Health Insurance Scheme (CHIS) to all the family other than the BPL families. In order to ensure proper keeping of records, Maintenance of Registers, Government are pleased to order the following instructions with a sample format.

- a. The Medical Officer-in-charge/Superintendents shall ensure that proper records are maintained for all the OP/IP cases handled in the hospital, to enable timely submission of insurance claims to the Insurance Company and realization of reimbursement.
- b. Proper record keeping, maintenances of register, including the computer based systems is very important for the periodic review of the performance of the programme in general, each departments in particular, and for making the actual calculation of the incentive to be given to the doctors and other staff.
- c. Through C-DAC/some other agency a software is proposed for the regular record keeping, generation of the weekly and monthly reports and for the tabulation of the incentive for individual staff member.
- d. An additional RSBY/CHIS incentive recording format will be designed and attached to all the case sheets. Individual doctors and other staff attending the RSBY/CHIS cases will be putting the date wise signature and the staff nurse/head nurse in charge will be responsible for this record maintenance, and the unit chief will countersigned every day. At the time of the discharge

of the patient this chart would be handed over to the RSBY office/Insurance counter.

(BY ORDER OF THE GOVERNOR)

Dr. Vishwas Mehta.  
Secretary to Government.

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To

- ✓ The Secretary, Labour & Rehabilitation Department
- All District Collectors,
- The State Mission Director, NRHM, Thiruvananthapuram.
- The Director Health Services,
- The Director of Medical Education
- The Director of Insurance Department
- The Director, Insurance Medical Services
- Labour Commissioner,
- The Director of Urban Affairs
- The Director, Panchayath
- Executive Director, Kudumbasree,
- Stock file/Office copy.

Forwarded/by Order

Section Officer:

Forwarded/by Order

Section Officer.

Copy to : Labour Department  
P.S. to Minister (Health & Social Welfare)  
P.A to Secretary (Health)

