

## Standard Operating Procedure (SOP)

### Procedure to be follow during the time of admission

#### Employee Self:

- 1) Copy of Employee ID and UH&MS Health Card Copy
- 2) Copy of Salary Slip (within 3 Month)
- 3) Annexure-I
- 4) Family Declaration Certificate
- 5) Family Planning Certificate (In case of 3<sup>rd</sup> child born after may 2001)

#### Dependent Spouse:

- 1) Copy of Employee ID and UH&MS Health Card Copy
- 2) Copy of Salary Slip (within 3 Month)
- 3) Annexure-I
- 4) Family Declaration Certificate
- 5) Dependency Certificate

#### In case of pregnancy ANC certificate to be attached

#### Dependent Children's & Spouse:

- 1) Copy of Employee ID and UH&MS Health Card Copy
- 2) Copy of Salary Slip (within 3 Month)
- 3) Annexure-I
- 4) Family Declaration Certificate
- 5) Dependency Certificate

#### Dependent Parent's:

- 1) Copy of Employee ID and UH&MS Health Card Copy
- 2) Copy of Salary Slip (within 3 Month)
- 3) Annexure-I, Family
- 4) Family Declaration Certificate
- 5) Dependency Certificate

**Note: The above documents have to be filled & sign by employee and submit to hospital.**

#### Procedure to be follow during the time of discharge

- 1) Copy of the documents at the time of admission as mention above.
- 2) Reimbursement Form
- 3) No advance Certificate
- 4) NOC Certificate
- 5) Accident Certificate( In case of accident)
- 6) Cross Cheque duly sign without date & amount.
- 7) Promissory Note.

**The above documents have to be filled & sign by employee and submit to hospital before discharge.**

- ❖ **Copy of above documents Investigation reports, treatment sheet & above information to be uploaded in Web Application by Hospital.**