

Manual for  
District Empanelment  
Committee AB-MGRSBY,  
Rajasthan State Health  
Assurance Agency

*Version 1.0 (Sept. 2020)*

## Empanelment of Health Care Providers

The health care services under AB MGRSBY would be provided to its beneficiaries through a network of public and private healthcare providers. Given the above, detailed guidelines have already been issued vide no. 778 on 02.07.20. These guidelines contains empanelment criteria required by the hospital, constitution and responsibilities of District Empanelment Committees (DECs) and State Empanelment Committee (SEC) etc.

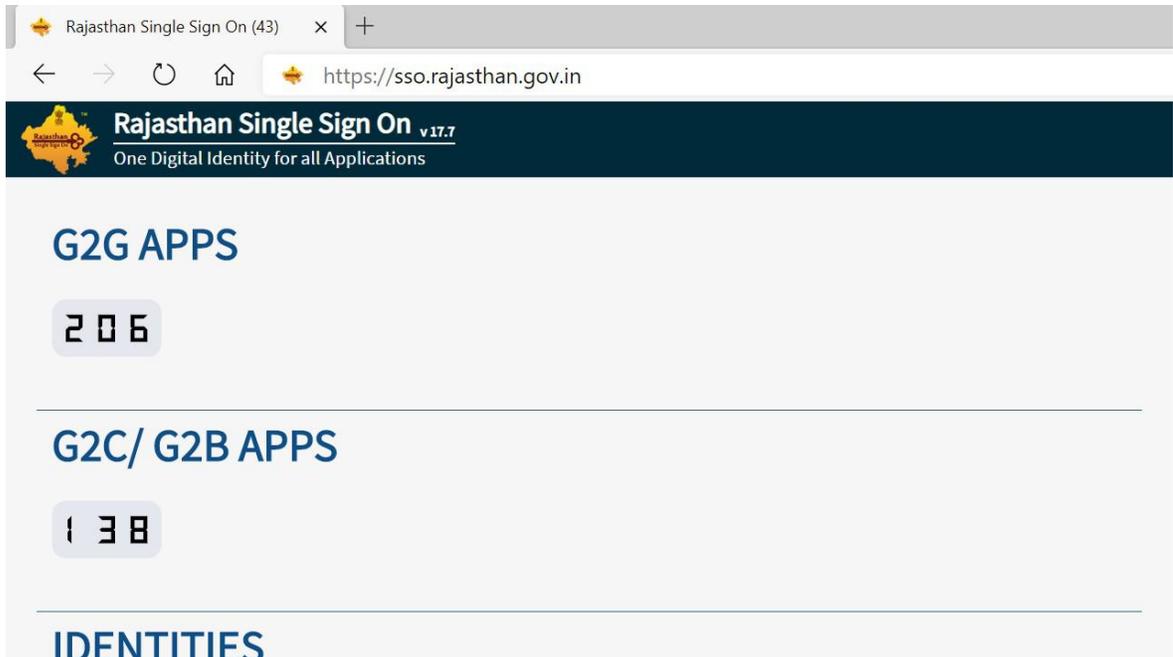
Hospitals desirous of empanelment will submit online application which will be scrutinized initially by DEC and then SEC. Final decision on empanelment will be taken by SEC. DEC will examine the application submitted by private hospital and after necessary inspection recommend it to SEC for empanelment or rejection of application. This entire process shall be coordinated through an online portal (AB-MGRSBY).

### Online Empanelment through HEM Portal

A web-based platform Hospital Empanelment Management (HEM) has been developed for registration of a healthcare provider willing to get empanelled under the AB MGRSBY.

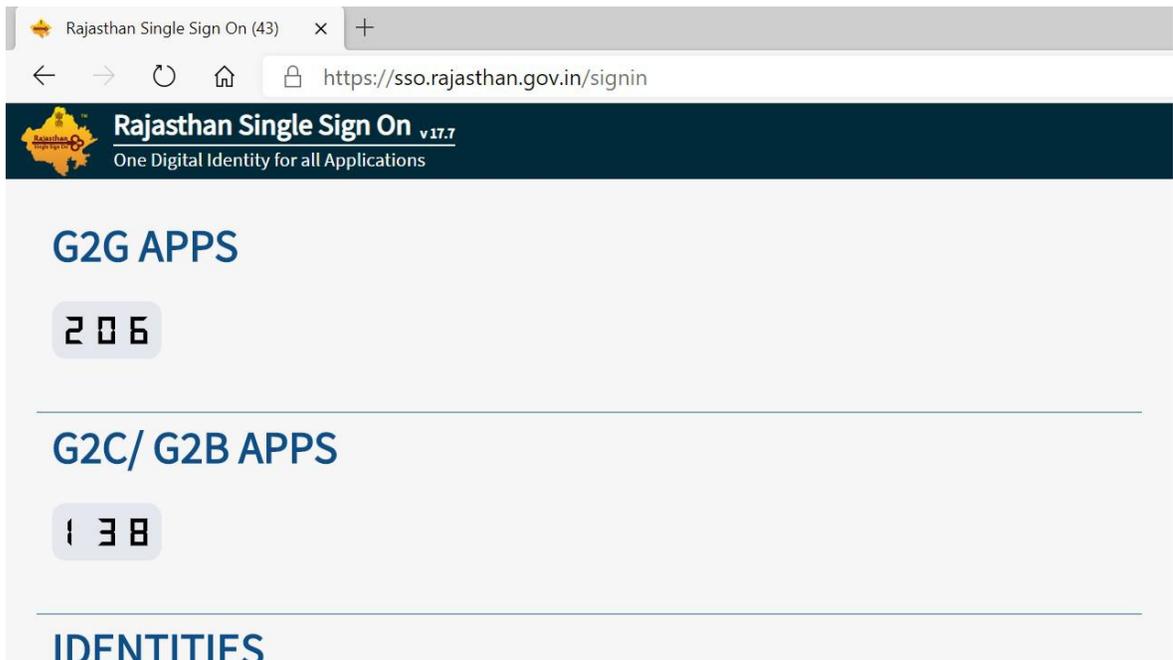
1. District Empanelment Committee (DEC): DEC will undertake field-based inspection/verification of the information and documents provided by the hospital. The team will recommend whether hospital should be empanelled or not based on their field-based inspection/verification report.
2. State Empanelment Committee (SEC): To finalize whether hospital should be empanelled or not based on the recommendation of DEC.

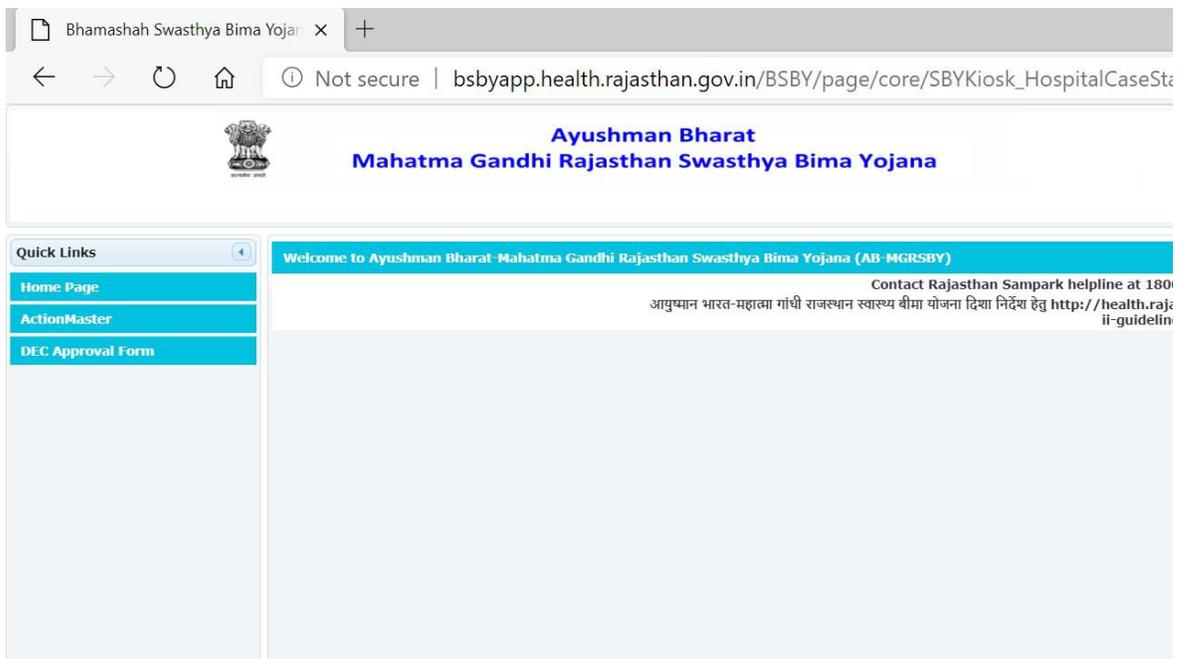
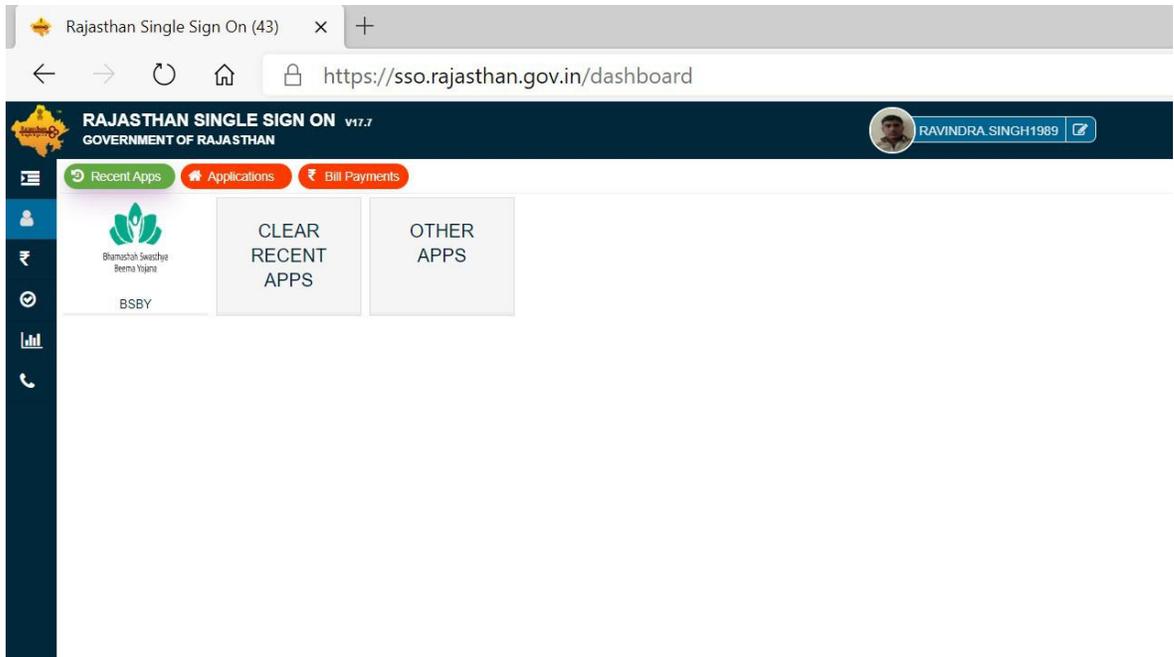
STEP 1: Go To <https://sso.rajasthan.gov.in/> address bar of the browser.



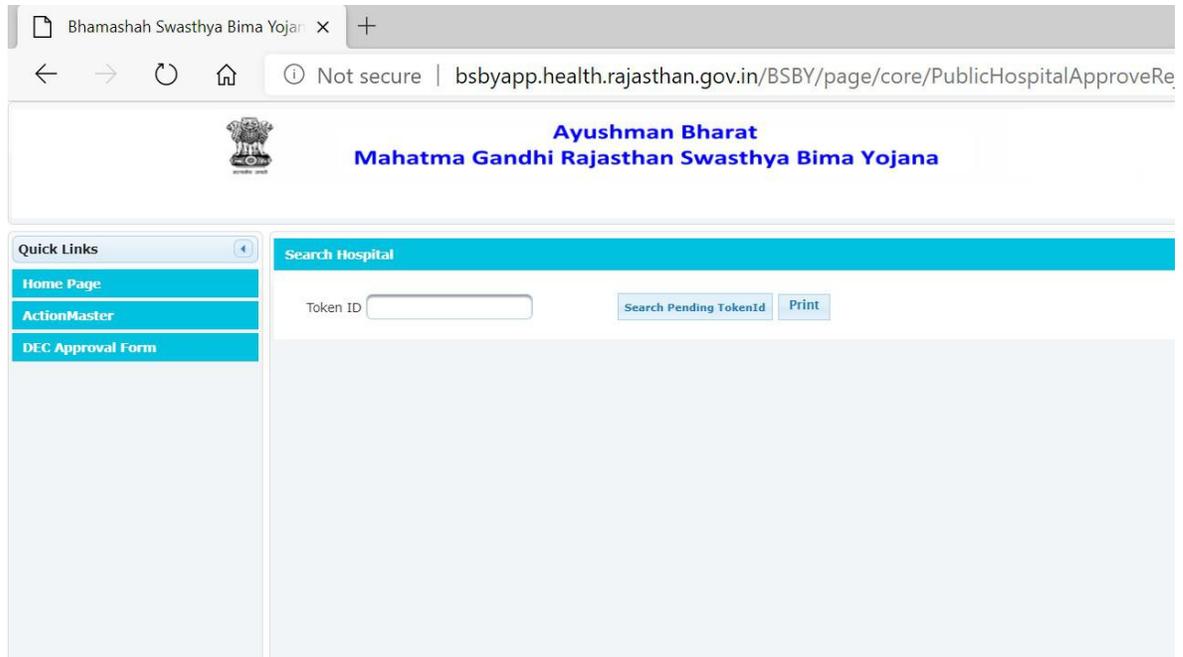
STEP 2: At the extreme right top area we can see “User Login”. After clicking on it the login screen will appear (As shown in Screenshot 2)

STEP 3: After filling in the login details & captcha user will click on login. After which the portal will redirect you to Dashboard of the logged in ID (As shown in Screenshot 3.1 & 3.2)



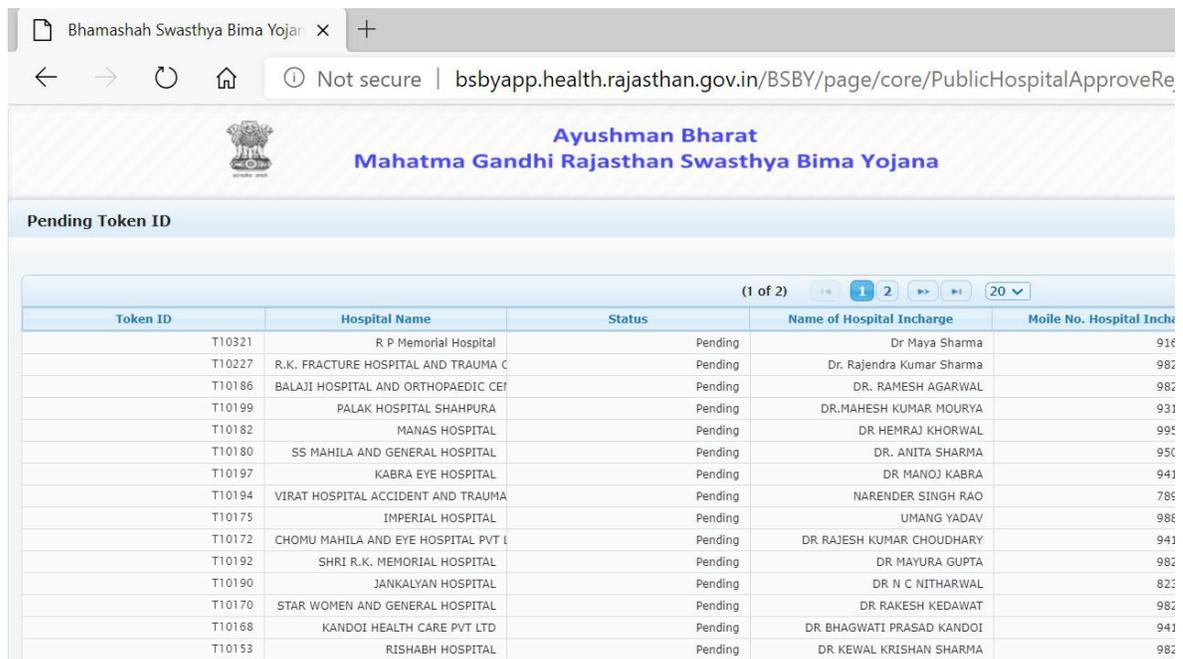


STEP 4: Next towards left there are two major headings “DEC Approval form” (As shown in Screenshot 4)



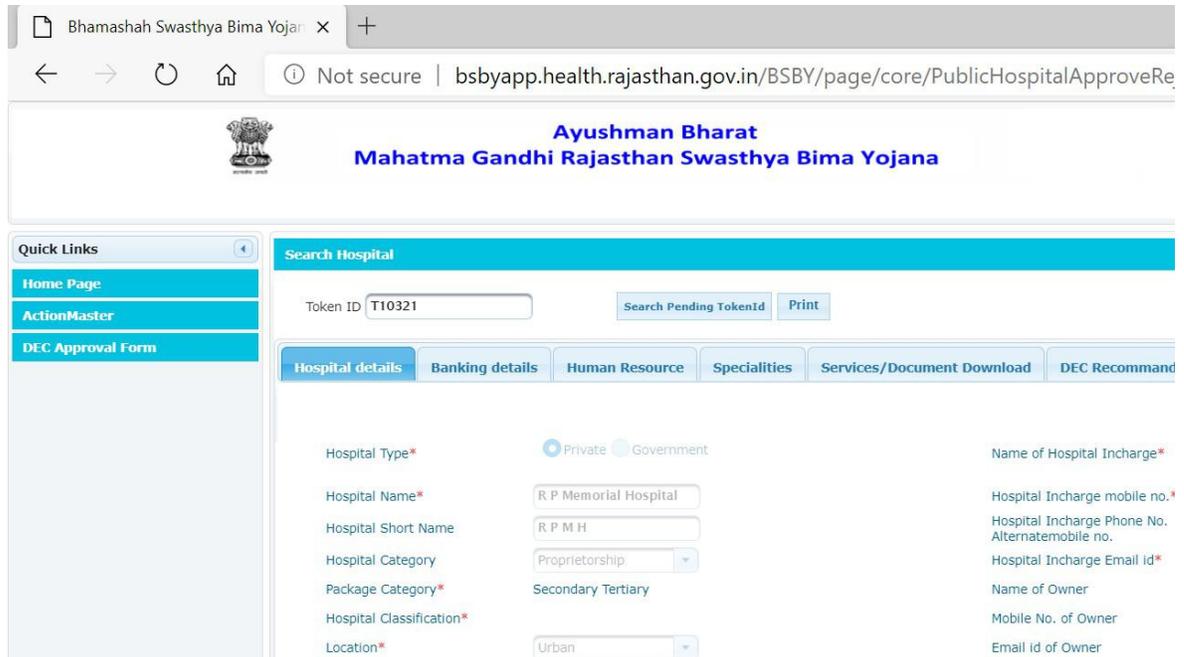
Screen shot 4

STEP 5: Next towards left we will click on “Search pending token Id” and options under it will be visible (As shown in Screenshot 5)



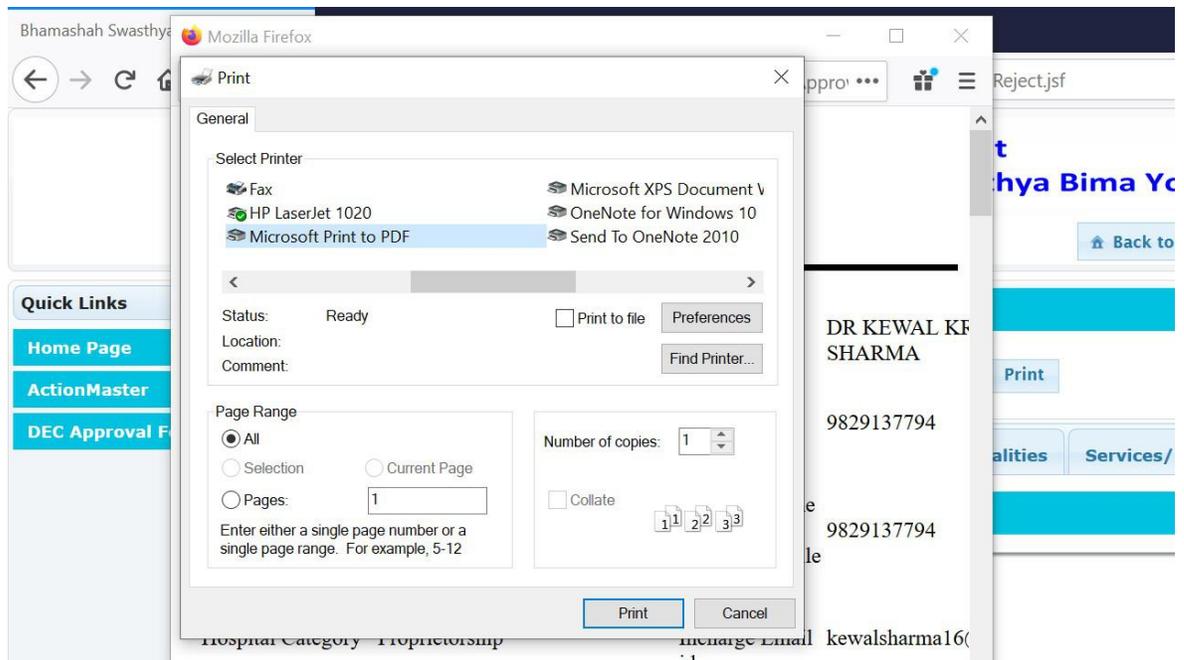
Screen shot 5

STEP 6: Now we will click on “Token Id”. After which we will see the application details of particular hospital (As shown in Screenshot 6)



Screen shot 6

STEP 7: Here we can see all filed details and can take print before inspect the hospital for reference. (As shown in Screenshot 7)



Screen shot 7

STEP 8: Now we will check all the heads of particular “Hospital ID” which we opened to see the application filled by hospital and check the provided details (As shown in Screenshot 8.1)

The screenshot shows a web browser window with the URL [bsbyapp.health.rajasthan.gov.in/BSBY/page/core/PublicHospitalApproveReject.jsf](https://bsbyapp.health.rajasthan.gov.in/BSBY/page/core/PublicHospitalApproveReject.jsf). The page header includes the Ayushman Bharat logo and the text "Ayushman Bharat Mahatma Gandhi Rajasthan Swasthya Bima Yojana". A "Back to" button is visible in the top right. On the left, there is a "Quick Links" sidebar with buttons for "Home Page", "ActionMaster", and "DEC Approval Form". The main content area has a navigation bar with tabs for "Hospital details", "Banking details", "Human Resource", "Specialities", and "Services/". The "Human Resource" tab is active, displaying two tables. The first table is for "Full time Consultant" with a count of 2. The second table is for "Part time Consultant" with a count of 0.

SNO	Name	Reg. No.
1	DR K K SHARMA	
2	DR ANU SHARMA	

SNO	Name	Reg. No.
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Screen shot 8.1

We can check all the attachments in the application for example license, MoU etc. in “Attachments” tab we can find all the scanned or attached images by hospital during the registration time (As shown in Screenshot 8.2)

Bhamashah Swasthya Bima Yojana X +

bsbyapp.health.rajasthan.gov.in/BSBY/page/core/PublicHospitalApproveReject.jsf

 **Ayushman Bharat  
Mahatma Gandhi Rajasthan Swasthya Bima Yojana**

[Back to](#)

**Quick Links**

- Home Page
- ActionMaster
- DEC Approval Form

Grievance registration and disposal mechanism\*

Discharge\*

Document Name
Ownership of the Hospital
Profit OR Loss account of the Hospital certified by C.A.
Copy of certificate authorizing number of beds.
Details of Specialist consultants.
Fire safety certificate
Agreement of Pollution Control for Hospital waste disposal system.

Screen shot 8.2

STEP 9: DEC take print this Inspection report.(Its filled and can be uploaded )

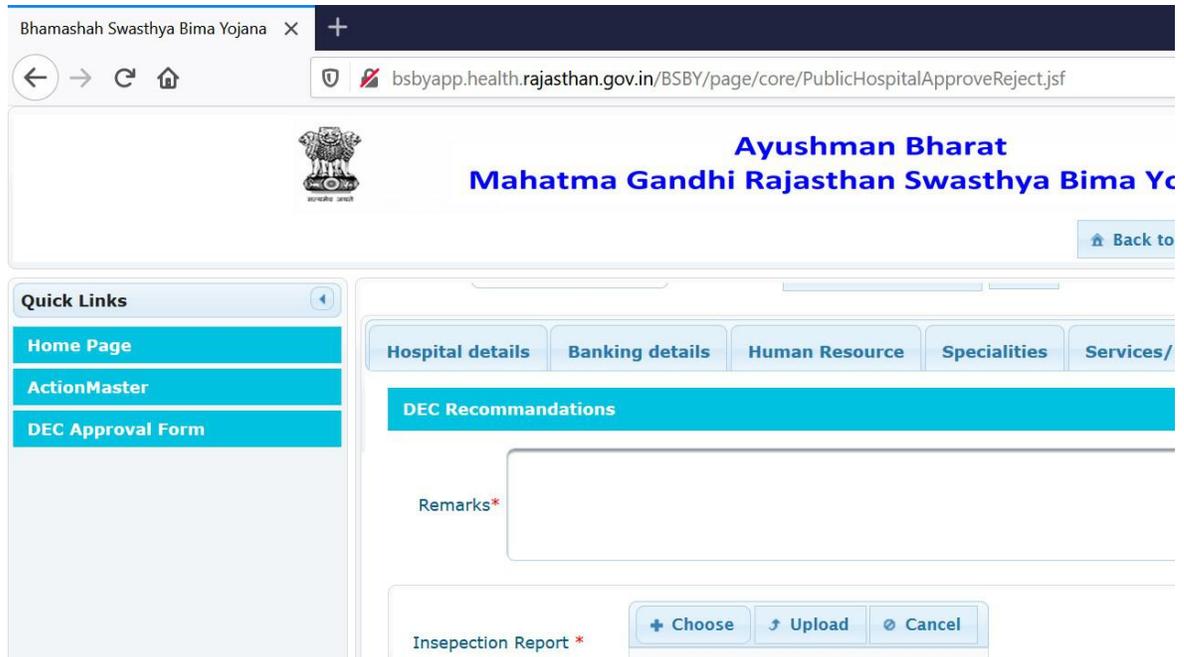
### Inspection Report

S N	Description	Availability (Yes/No)
1.	DEC Committee is required to check all basic details which has been filled by hospitals online. (Like: Hospital proper name as per documents, address) etc	
2.	DD 10000/- (In favor of CEO-RSHAA)*	
3.	NABH Accreditation	
4.	Hospital Working last 2 years regularly in the state*	
5.	Hospital De-empanelled in past	
6.	Hospital Available at (District HQ / Other)	
7.	Provisional Clinic Reg. No. (Clinical Establishment Act 2010) (Its provided by CM&HO)	
8.	PAN Card (Name as available in attached PAN card copy)	
9.	Banking Details (Name as available in attached Cancelled cheque copy)	
10.	Doctors details as per attached documents with their Reg. no. and aadhar Id.	
11.	All remaining staff details	
12.	No. of Bed Verified as per filled application and guidelines.	

	(District HQ : 30, Other than DHQ: 10) General Ward ICU NICU(IICU) HDU	
13.	No. of Major OT	
14.	No. of Minor OT	
15.	Cath Lab facility	
16.	Specialties availability as per their ideal norms. (if not available than can recommended for remove specialty )	
17.	DEC Will verified all basic hospital infrastructures as per norms.	
18.	Reception and billing *	
19.	Registration of patients *	
20.	Assessment of patients *	
21.	Infection control practices including use of Disinfectants and hand washing *	
22.	Patient safety practices *	
23.	Safety consideration *	
24.	Grievance registration and disposal mechanism *	
25.	Discharge *	
26.	Ambulance facility*	
27.	DEC will verify all attached documents and make a file of hospital wise individually.	

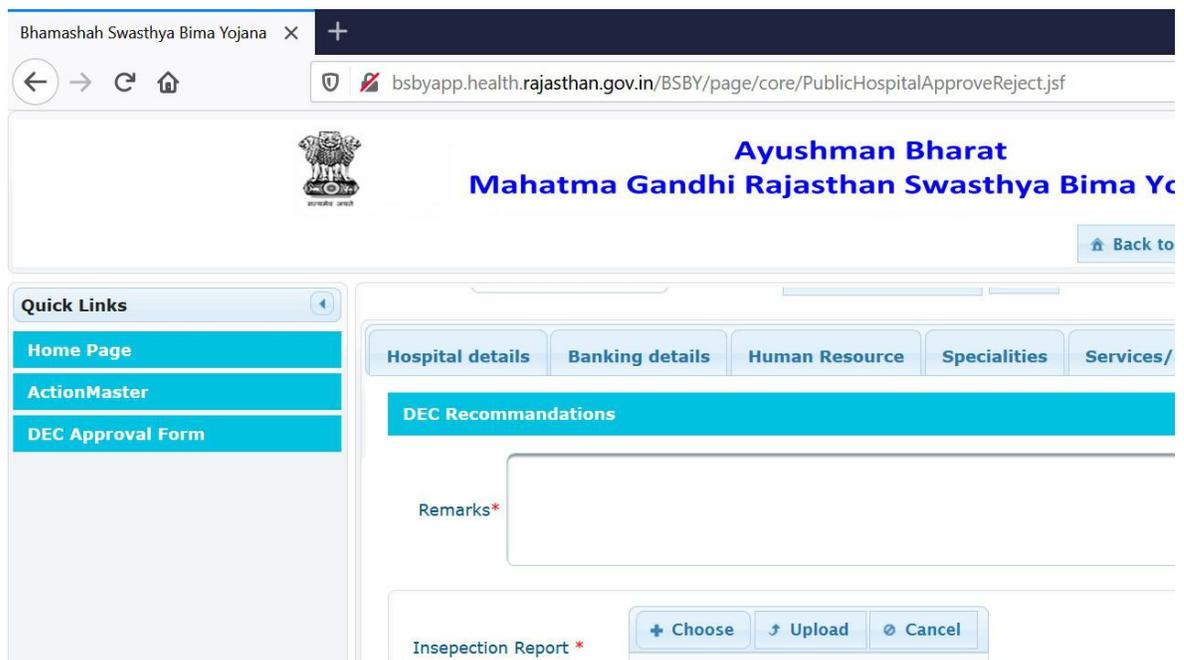
Its report must be signed by committee.

Step 10 : After we click on desired hospital ID, we will be redirected to the application page where we can see all the detailed application with all the tabs including "Approve/Reject" tab (As shown in Screen shot 9.2)



Screen shot 9.2

As we click on “Approve/Reject” tab (As shown in Screenshot 9.3) we will get options of “Workflow Details”, “Physical Verification Report Attachment” & “Remarks” (As shown in screen shot 9.3)



### Screen shot 9.3

To attach Physical verification Report, we can upload multiple reports & in remark column we can write up the remarks during visit.

The last option on the page is having three action type (As shown in Screenshot 9.4)

#### Final Decision:

- |                              |          |
|------------------------------|----------|
| 1. Recommended for approval  | Remarks* |
| 2. Recommended for rejection | Remarks* |

Submit

Following document must be uploaded by DEC with seal and sign.

1. Inspection report \*
2. CEA Certificate document \*