



**GOVERNMENT OF KERALA**  
**HEALTH & FAMILY WELFARE (G) DEPARTMENT**

No: HEALTH-G2/487/2024-HEALTH

Thiruvananthapuram,  
Dated: 15-07-2024

**CIRCULAR**

Sub: Health & Family Welfare Department- Medical Reimbursement Claims- Further Instructions- Issued-reg

Ref: 1. Circular No. 24623/G2/2012/H&FWD sated 11.07.2012

2. GO(Ms) 184/2017/H&FWD dated 15.12.2017.

3. Circular No. 34/2020/Fin dated 12.06.2020.

Government have issued Orders and Circulars, regarding the procedures in entertaining Medical Reimbursement Claims of Government employees, from time to time for the time bound and smooth release of claims. Accordingly as per the Circular read as 1<sup>st</sup> paper above all Administrative Departments including the Law and Finance Departments were informed to examine the cases of Medical Reimbursement Claims properly so as to ensure that cases of Medical Reimbursement claims for treatment in Government approved private hospitals can be settled by the Administrative Departments itself as per KGSMA rules, 1960, in consultation with DHS and Finance Department, as per the ceiling limit fixed in this regard, provided the patient is referred by an Authorized Medical Attendant and duly countersigned Appendix II is submitted. In the Circular it was further instructed that those Medical reimbursement proposals which require special sanction need only be forwarded to Health and Family Welfare Department for concurrence but with specific recommendation at the level of Secretary to the Department concerned.

In order to simplify the procedures as well as for the speedy settlement of claims, as per order 2<sup>nd</sup> cited, it has been further clarified that concurrence of Health & family Welfare Department is not needed in cases of treatments enlisted in the Order read 2<sup>nd</sup> above, availed at empanelled private hospitals



even in the absence of AMA reference and Appendix II form and such claims can be settled by the Administrative Department themselves, in consultation with Finance Department in Government.

Despite the issuance of Circulars and Orders which empowers the Administrative Departments itself for the settlement of Claims, several Departments in Government Secretariat recommend and forward proposals for medical reimbursement indiscriminately and inadvertently to this Department. Such action of the Administrative Departments of indiscreet recommendation of cases to this Department for remarks causes undue delay in settling the Medical Reimbursement Claims even in deserving cases.

In the circumstances so as to reduce the Administrative delay and to make the procedures much easier for the reimbursement, the following guidelines are reiterated upon for examining the cases of Medical reimbursement claims properly before forwarding the files to Health & Family Welfare Department for concurrence:

I) The cases of Medical Reimbursement claims in which treatment is undergone in Government approved private hospitals can be settled by the Administrative Departments themselves as per KGSMA rules, 1960, in consultation with DHS and Finance Department, as per the ceiling limit fixed in this regard, if the patient is referred by an Authorized Medical Attendant and Appendix II duly countersigned by DMO/DHS is enclosed with the application.

II) Only those proposals for which special sanction is required for reimbursement need be forwarded to this Department for concurrence. In such cases specific recommendation at the level of Secretary is required.

III) Concurrence of Health & family Welfare Department is not needed in cases of treatments enlisted in the Order read 2<sup>nd</sup> above, availed at empanelled private hospitals even in the absence of AMA reference and Appendix II form. Hence before forwarding files for concurrence towards this Department, Administrative Department shall closely and thoroughly examine the treatment summary/discharge summary to identify the treatments and if the Administrative Department feel any ambiguity regarding the treatments, such cases may be forwarded to this Department for concurrence. In all other cases which falls under the ambit of order 2<sup>nd</sup>



cited may be settled as per the guidelines stipulated in the Order, in consultation with Finance Department.

IV)The Administrative Departments shall examine proposals in the light of Circular read 3<sup>rd</sup> above while forwarding proposals for Special sanction.

The list of Government orders empaneling private Hospitals as per Kerala Government Servants Medical Attendant Rules 1960 from time to time is also appended for ready reference in this regard.

(By order of the Governor)

RAJESH G R

ADDITIONAL SECRETARY

To:

All Departments in Secretariat, Including Law and Finance.

✓ Information & Public Relations Department (Web & New Media)

Stock File/Office Copy

Forwarded /By order

Signed by

Resmi K Nair  
Section Officer

Date: 17-07-2024 10:55:55

#### APPENDIX

- 1.Circular No.24623/G2/2021/H&FWD dated 11.07.2012.
- 2.G.O(P) 144/2013/H&FWD dated 22.04.2013.
- 3.G.O(P) 10/2016/H&FWD dated 21.01.2016.
- 4.G.O (P) 83/2017/H&FWD dated 28.12.2017.
- 5.GO(P) 29/2018/H&FWD dated 03.03.2018.
- 6.GO(P) 75/2018/H&FWD dated 17.05.2018.



7.G.O.(Ms)No.61/2023/2023/H&FWD dated 13.03.2023