

**V.O. CHIDAMBARANAR PORT TRUST`
MEDICAL DEPARTMENT**

DEPARTMENT MANUAL

Version 1.1

INDEX

Sl.NO	Description	Page no.
1	Introduction	2
1	Objective of Medical Department	5
2	Location and Infrastructure	6
3	Organizational Chart	9
4	Duties and Responsibilities	10
5	Clinical section	14
6	Technical section	38
7	Ancillary section	47
8	Recent additions to services	61
9	Activities planned in near future	62

**V.O. CHIDAMBARANAR PORT TRUST
MEDICAL DEPARTMENT**

INTRODUCTION

The purpose of this manual is to describe all the procedures and policies followed by V.O. Chidambaranar Port Trust Medical Department in providing medical care to all its beneficiaries.

This manual will be reviewed and updated periodically to include expansion or alteration of services if any in Medical Department.

If the procedures mentioned in the manual seems to be in conflict with the Central or State Government rules and regulations or any other instructions issued by Chairman, VOCPT and any circulars issued by VOC PT, such rules and regulations shall prevail over any declaration in this manual.

SCOPE OF THE MANUAL

This manual provides Transparency in the working of Medical Department. It aims to serve as a guide to beneficiaries hoping to avail medical care.

MEDICAL DEPARTMENT

Medical Department, V.O.C Port Trust consists of:

1. Port Trust Hospital, which is a 62 bedded hospital
2. Port Dispensary in Zone 'B'
3. First Aid Centers situated at - Main Berth, Additional Berth, Zone B

OBJECTIVE OF MEDICAL DEPARTMENT

To provide medical care to the port employees, retirees, CISF employees and their dependents and all other beneficiaries named below, who have registered with this department.

Medical department caters to the health needs of the serving Port employees ,their spouse and registered dependents, retirees and their spouse; CISF personnel and their dependents and other registered service providers like Port Canteen workers, Port Educational Agency, Customs, CECRI, Railways as well as Retired Port Employees of other Ports who apply for same under Rationalization of Medical Benefits. Medical care is provided in emergencies such as /road traffic Accidents etc. even to non-port patients, as an Accident Private emergency case. The employee has to furnish a declaration while applying for Medical Identity card -Annexure A

The Dependents of an employee are defined as follows,

(I) Spouse

(II) Parents

(III) Children including legally adopted children, step children and children taken as wards subject to the following conditions:-

Unmarried Son---→Till he starts earning or attains the age of 25 years, whichever is earlier

Daughter ----→Till she starts earning or gets married, whichever is earlier, Irrespective of age-limit.

Son-----→Suffering from Permanent disability of Any kind

(Physical or mental) No Age-limit.

Dependency--→The income limit for the dependency of the Familymembers (Other than spouse) is Rs. 9,000 plus the amount of Dearness Relief Admissible on Rs.9000the date of consideration of the claim.

At retirement, if the retiring employee desires to avail treatment at VOC Port Trust Hospital he/she has to indicate the same through application to his/her parent department and pay an amount equal to one-month basic pension. The same is forwarded to Medical Department, which then issues a Medical Identity

card with particulars of the Retirees and his /her spouse on the date of retirement. Annexure-B

If the Retiring employee doesnot wish to opt for availing treatment he/she can avail a monthly allowance of Rs.1000/- called as Fixed Medical Allowance as per Settlement of Wage Revision and allied matter of Port & Dock works of Major Port Trust and Dock Labour Board with effect from 01.01.2017.

In the event of a Retirees' death, the surviving spouse has to submit an application "Form for joining V.O. Chidambaranar Port Employees (contributory Out door and In-door Medical benefit after Retirement) Regulations, 1996", with an undertaking that the surviving spouse is not employed in any Public or Private sector and he/she is not covered by any Medical benefit Scheme; to the parent department,from where it is forwarded to Medical department.Pending the issue of fresh Medical Identity card the surviving spouse is allowed to avail treatment through the card previously issued in Retirees name .

PORT HOSPITAL

V.O.C Port Trust Hospital is a 62 bedded hospital registered under Tamil Nadu Clinical Establishment Act and Regulations as well as certified under ISO 9001-18001

V.O.C Port Trust Hospital was inaugurated on 5th Nov 1980 by Shri. V. Sundaram I.A.S.,V.O.C Port Hospital functions round the clock.

LOCATION AND PHYSICAL INFRASTRUCTURE

V.O.C. Port Trust Hospital is situated in Harbour Estate, Tuticorin, Pin code -628004.

It is a 'U' shaped building with the Casualty, Special ward and Post-Surgical Unit on the Right limb of the 'U' and OP Block, Pharmacy, Female ward, Maternity Ward Physiotherapy unit and Isolation wards on the Left limb of the 'U'.

The Male Ward and Major Operation Theatre are situated in between the limbs of the 'U'.



The Port Hospital consists of the following sections: -

I. Clinical section

1.	Casualty
2.	Consulting Rooms
3.	Injection Room
4.	Dressing Room
5.	Intensive Care Unit
6.	Male Ward ICCU
7.	Post-Surgical Ward
8.	Special Ward
9.	Male Ward
10.	Female Ward
11.	Maternity Ward
12.	Isolation Ward (Male)
13.	Isolation Ward(Female)
14.	Major Operation Theater
15.	Occupational Health Unit
16.	Physiotherapy
17.	Dental unit
18.	First Aid centers

II. Technical section

1.	Pharmacy
2.	Radiology
3.	Laboratory
4.	Medical Main store
5.	Public Health Section

III. Ancillary section

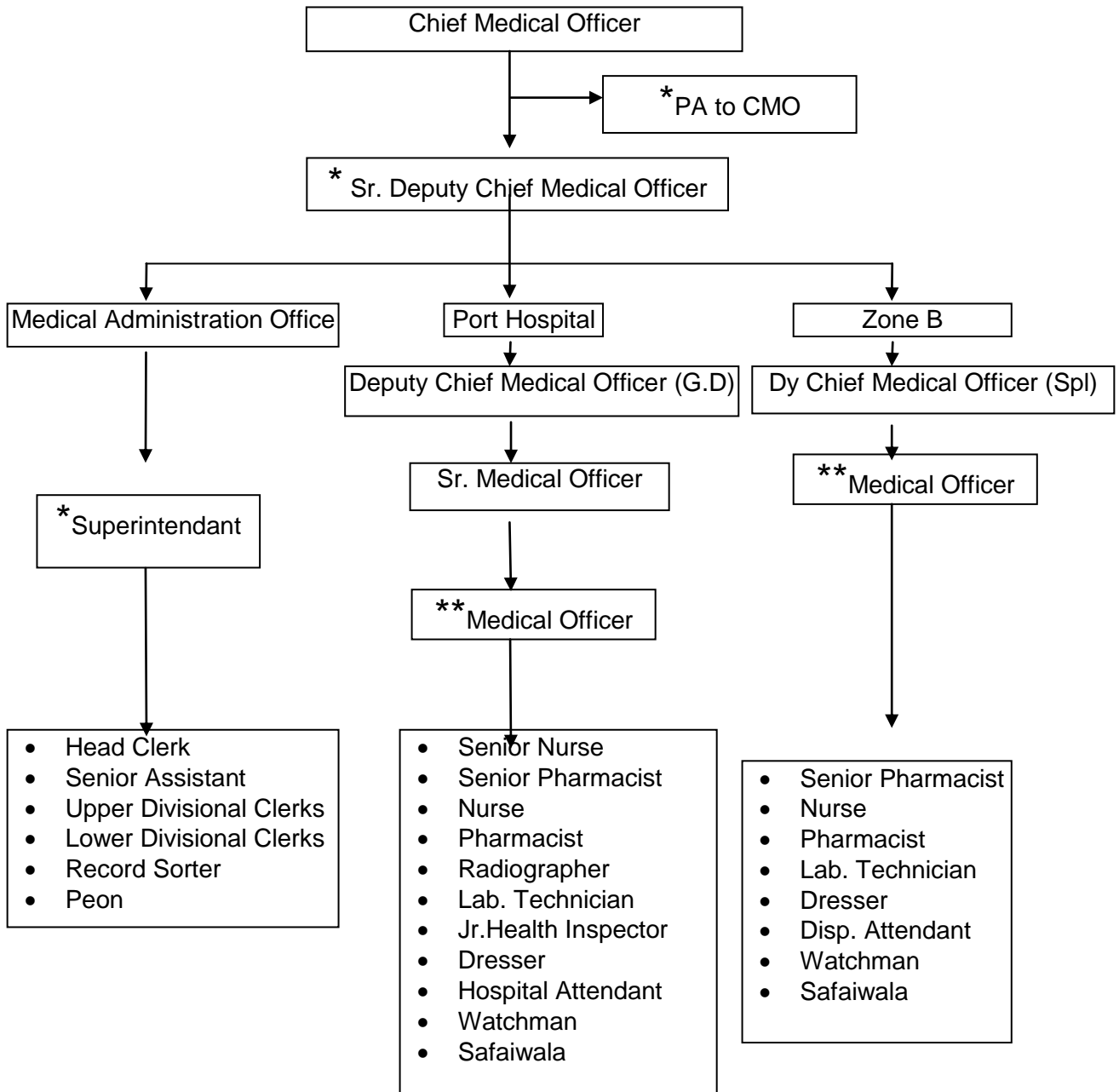
1.	Chief Medical Officer's Office
2.	Deputy Chief Medical Officer's Office
3.	Registration Room
4.	Medical Administrative Office
5.	Record room

The Port Trust Hospital is a Tobacco - free premise.

It is planned to monitor the premises to ensure safety by strategically placed CCTV Cameras.

The Port Hospital adheres to the Swaccha Bharath guidelines and the pleasant gardens in the premises add a soothing touch.

ORGANISATIONAL CHART



*These posts are currently vacant. **These posts are filled by Recruitment on contract basis

DUTIES AND RESPONSIBILITIES

CHIEF MEDICAL OFFICER

- ❖ Overall In charge and Head of the Medical Department.
- ❖ Co-ordination between the Head Office and Medical Department
- ❖ To ensure provision of Medical care to all medical beneficiaries of VOC port trust as per prevailing rules & regulations
- ❖ Compliance with statutory requirements and standardization of medical services.
- ❖ Management of ISO in ensuring compliance with protocols and ensuring adherence to established standards of care.
- ❖ Coordination with empanelled hospitals.
- ❖ Training in charge of Medical Department.
- ❖ Work on the PPP Project
- ❖ To review and upgrade current services.

DEPUTY CHIEF MEDICAL OFFICER (SPECIALIST)

- In charge of Dispensary
- To supervise the field work carried out by Medical Officers.
- In charge of Operation theatre and Surgical Services and Sterilization.
- In charge of overseeing laundry service.
- To ensure implementation of Hindi language
- Nodal Officer for reporting all Infections Diseases, Epidemics and Outbreaks to concerned authorities.
- Nodal Officer for Records & digitalization maintenance in Medical Department of records.
- Nodal Officer for Physical Verification of assets in Medical Department.
- ISO Internal Audit Officer.
- Nodal Compliance Officer with ISO
- Scrutiny of reimbursement claims for non referral cases.
- To scrutinize the bills from empanellment hospitals.
- PIO under RTI act.

- Ensure implementation of Swaccha Bharat activities at Dispensary.

DEPUTY CHIEF MEDICAL OFFICER (GENERAL DUTY)

- Assisting the Chief Medical Officer in day to day management of Medical Department.
- Tracking daily census.
- To supervise the patient care carried out by Medical Officers
- Supervising the Registration of births and deaths.
- In charge of Bill tracking & File tracking
- Ensure implementation of Swaccha Bharat at V.O. C Port
- Settlement of bills and salaries.
- Function as Nodal procurement officer for Medical Department
- Nodal officer in co-coordinating with civil, mechanical works.
- Supervise the Management of stores and Pharmacy.
- Co-ordinate in audit, vigilance works, ministry correspondence.
- Management of Registration of employees and retired employees.
- Management of Imprest

SENIOR MEDICAL OFFICER (GENERAL DUTY)

- Executing Clinical duties.
- To take part in notifying and preventing communicable diseases
- In charge of Housekeeping.
- Supervision of Ambulance Services.
- Supervision of central DAK system & record keeping in medical department.
- Nodal Officer EDP at Medical Department
- In charge of ICU, VOC Port Trust Hospital.
- Regulating Bio-medical waste disposal.
- Conducting Training & Awareness Programs.
- Making Duty Rota for doctors
- Inventory Control of Drugs.
- Physical verification, Audit of Hospital Equipments.
- Ensuring Proper functioning of Diet Services.
- Ensure implementation of HIV and AIDS related activities in VOC Port.
- Document controller for ISO.

- Promote the utilization of Hospital Management system through I-helix.

MEDICAL OFFICER

1. Provide Medical care to patients on Outdoor and Indoor Basis.
2. Follow Protocols of referral & Stock Management.

SENIOR SISTER -1

- Duty Arrangement and posting of Paramedical Staff
- Quality Management in Outdoor Services
- Maintaining stationary stock in working areas
- In charge of Diet Services
- In charge of Linen Services

SENIOR SISTER- 2

- Quality Management in Indoor services
- In charge of Security Services and Sanitation Services.
- Maintaining Census record and Indoor and Outdoor Registers.
- In charge of Surgical Services
- In charge of Maintaining First Aid and Emergency Drugs and Equipment.
- ISO Compliance
- Maintaining Medico legal records.
- Record maintenance in Medical Department

RADIOGRAPHER:

To take, process, record X-rays as per requisition while complying with benchmarks set.

LAB TECHNICIAN:

1. To conduct Laboratory investigations as requisitioned and issue Reports within same day, in compliance with set benchmarks.

HOSPITAL ATTENDANT IN LAB:

- a. Maintain cleanliness in laboratory
- b. Bring in indent items to the laboratory.
- c. Handover test report Register to different wards

PROCUREMENT & STORE MANAGER (SENIOR PHARMACIST)

1. Issuing Indents raised by various sections of Port Hospital and Dispensary.
2. Maintaining Inventory and stock verification.
3. Maintaining Medical Oxygen cylinder supply to Operation Theatre, Wards, first aid centers and Port Dispensary and submitting bills of the same.
4. Preparing and submitting Private Paying Bills are prepared and submitted for Payment for the following: -
 - (i) Private Paying Inpatients.
 - (ii) Canteen Staff
 - (iii) CECRI staff bills, recovery of treatment for other Port Officials forwarded for payment supervised.
5. Maintaining Tool and Plants register for Hospital Pharmacy and Medical Main stores.
6. Maintaining records and survey report initiated duly after the retention period.
7. Preparing duty roster for Pharmacists.
8. Maintaining DDA register fulfilling requirements for drugs like Pethidine and surgical spirit.
9. Procurement and supply of medicines using HMS I Helix.
10. Round the clock supply of Emergency medicines and O2 cylinders.

SENIOR PHARMACIST

Purchase, Procurement and Inventory process in stores.

I. CLINICAL SECTION

OUTPATIENT DEPARTMENT (OPD)

Location: OPD is easily approachable from the hospital entrance

Function: It provides medical consultation and treatment to the beneficiaries presenting as outpatients.

Timings:

MONDAY TO SATURDAY: Morning: 8.00 A.M to 11.00 A.M.

Evening: 4.00 P.M to 6.00 P.M.

SUNDAYS AND GOVERNMENT HOLIDAYS: MORNING 8:00AM to 11:00 AM

SECTIONS IN THE OPD

1. Registration room
2. Consulting rooms
3. Injection room
4. Dressing room
5. Public Health section
6. Senior nurses room

The OPD is supervised by the Senior Nurses who have an office located in OPD section

REGISTERS MAINTAINED IN OPD:

1. OP Nominal registers
2. Attendance register
3. Medical Examination Register
4. Medical leave book
5. Medical fitness book
6. Employee Emergency Register
7. Private Paying register
8. Accident Private Emergency Register
9. Grievances Register

FORMS MAINTAINED IN OPD

1. In Patient Case sheets

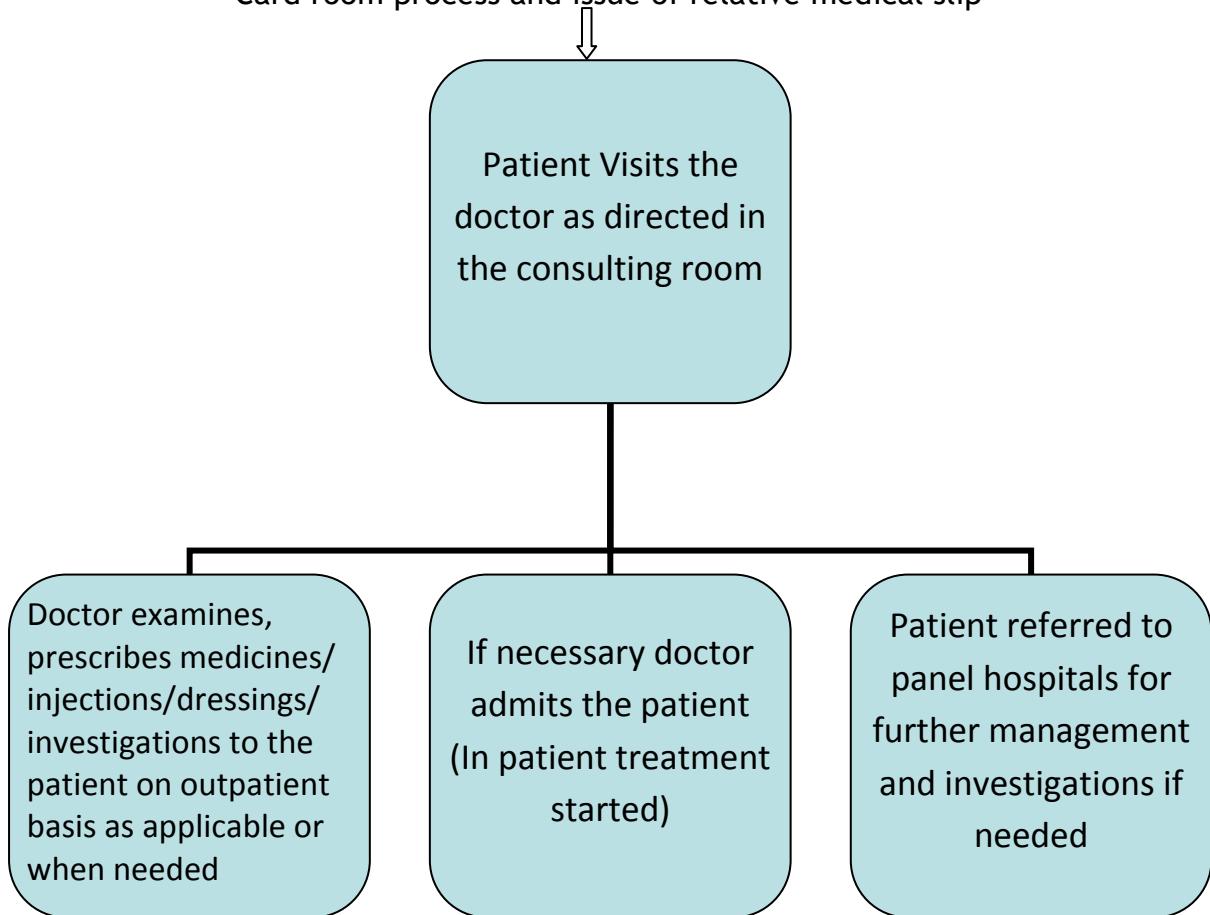
2. Requisition forms for Referral and forms for Investigation/Treatment
 - For employees
 - For retirees
- 3 Forms for Investigations and Treatment.

Medicines prescribed in Outpatient Department are dispensed at the Pharmacy. If they are not available in the Hospital Pharmacy, they are made available through the ‘White chit’ procurement from Registered vendors.

OUTPATIENT SERVICES

HOSPITAL FLOW CHART

Card room process and issue of relative medical slip



2. CONSULTING ROOMS

There are seven consulting rooms in the OPD Block.

- Deputy Chief medical officer (General Duty)
- Deputy Chief medical officer (ENT specialist)
- Senior Medical officer
- Medical Officer (on contract)
- Contract Doctor Radiologist
- Visiting Specialists
- Visiting Super Specialist doctor

VISITING CONSULTANTS:

The services of the Qualified Consultants are retained on a visiting basis to offer consultation on OPD and emergencies basis.

SPECIALIST 'S SCHEDULE AT V.O.C PORT HOSPITAL

Doctors Name	Specialization	Time
<i>Sunday</i>		
Dr.V.Ramalakshmi	Ophthalmologist	7AMto 9AM
<i>Monday</i>		
Dr.C.S.Narendran	Cardio/Physician	4 PM to 6 PM
Dr.Subburathinam	Surgeon	10 AM to12 Noon
Dr. Agarwal Health Care	Ophthalmologist	10 AM to11 AM
<i>Tuesday</i>		
Dr.Arunkumar	General Medicine	2.30 PM to 4.30 PM
Dr.Vijayalakshmi	Gynecologist	3 PM to 5 PM
Dr.P.Rajeswari	ENT	4 PM to 6 PM
Dr.S.Pitchumani	Surgeon	8.30 AM to 10.30 AM
<i>Wednesday</i>		
Dr.C.S.Narendran	Cardiologist	8AM to 10 AM

Dr. Joseph Aldrin	Homeopathy	10AM to 12 PM
Dr. K. Dalton Jebaraj	Surgeon	2 PM to 4 PM
Dr. Senthil Selvam	Dermatologist	3 PM to 5 PM
Dr. Kannan	Neurologist	3 PM to 4.30 PM
Dr. Sadagopan	Urologist	12 PM to 2PM
Thursday		
Dr. Ramalakshmi	Ophthalmologist	1PM to 3 PM
Dr. P. Rajeswari	ENT	4PM to 6 PM
Dr. Divakar	Pediatric	4PM to 6 PM
Dr. Shafir	Ortho	7AM to 9 AM
Dr. Pitchumani	Surgeon	8.30 AM to 10.30 AM
Friday		
Dr. M. Vijayalakshmi	Gynecologist	3 PM to 5 PM
Dr. Ramachandran Muthiah	Cardiologist	4PM to 6PM

4. INPATIENT DEPARTMENT

a. CASUALTY SECTION: -

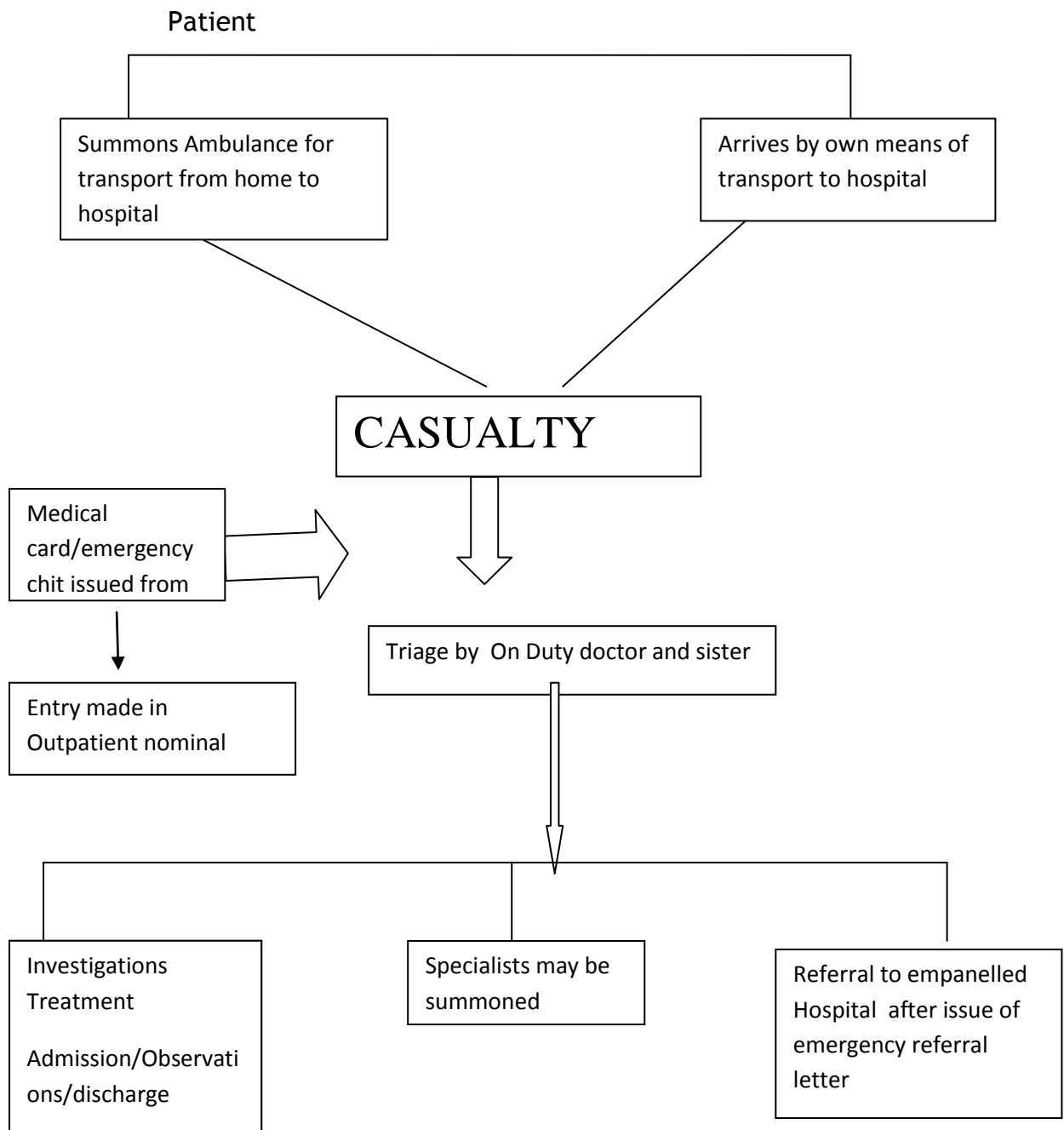
Location: Westside of the hospital, accessible directly from entrance.

Function:

- To provide round the clock medical treatment to emergency cases.
- Triage, stabilization, admission, referral is the procedure here.

Manned by: 1 Duty Doctor (Posted shiftwise),
1 Nurse (Posted in each of the 3 shifts),
1 Dresser cum Attendant (Posted in each of the 3 shifts),
(Casualty service is offered round the clock (24X7)).

CASUALTY SERVICES



Facilities:

Three beds are in the Triage and stabilization side, 2 beds are in the ICCU (Intensive Coronary Care Unit) side.

MINOR OPERATION THEATRE is available inside the casualty block to treat minor surgical cases.

The Casualty block is equipped with:

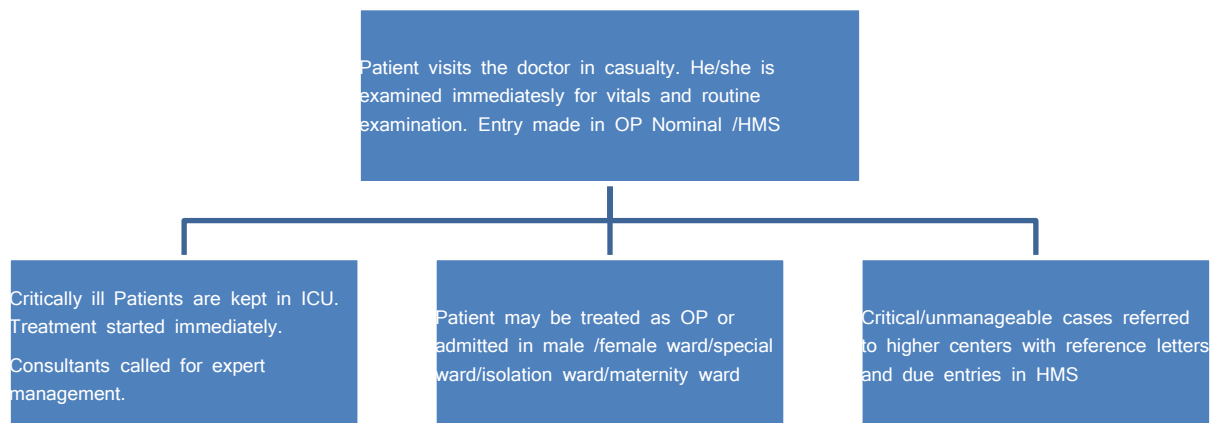
- i. Multi parameter monitor - for continuous monitoring of ECG recording, BP temperature, pulse rate, & Oxygen saturation SPO2
- ii. Electrocardiogram machine to record ECG
- iii. Cardiac Defibrillator
- iv. Nebulizer

Accident cases

Once the patient is brought in, various parameters of the case are evaluated, and treatment started immediately. Visiting panel Consultants are called upon depending on the necessity by the duty doctor.

As soon as the patient is stabilized, he is transferred to the ward

If the treatment is beyond the scope of Port hospital, the referred to empanelled Hospitals.



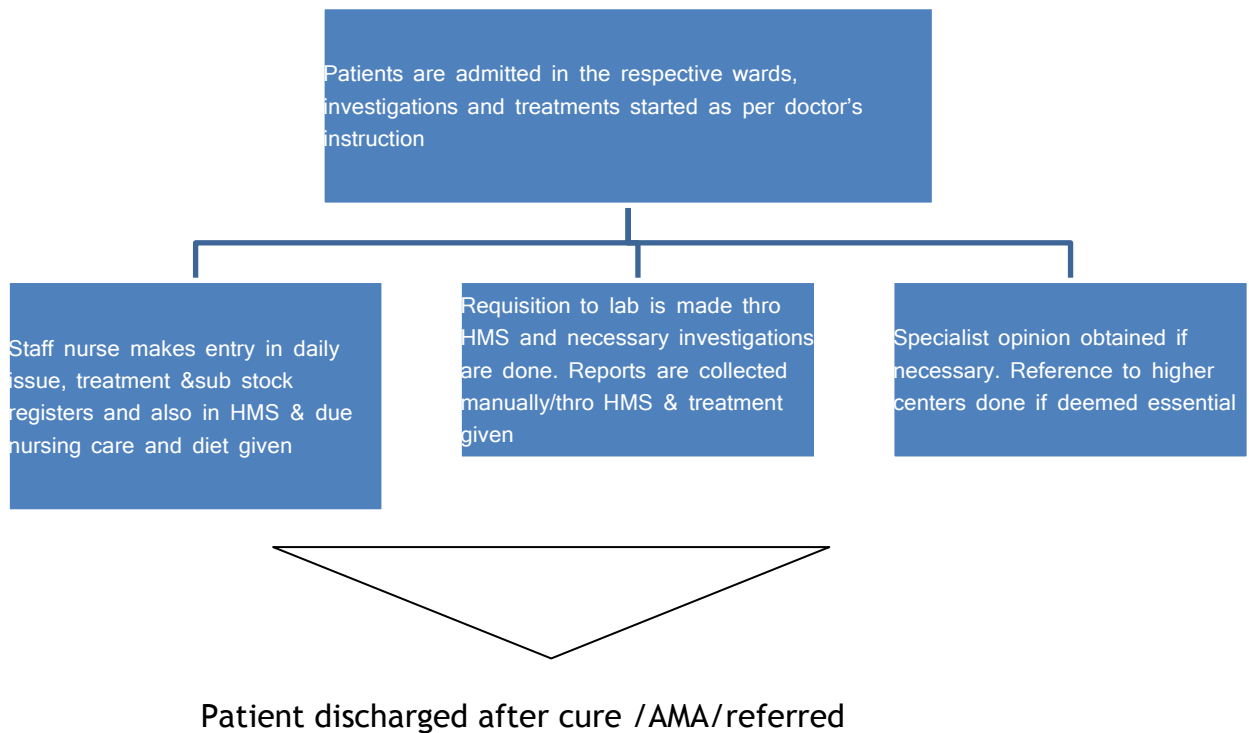
Registers maintained in casualty:

1. OP Nominal Register
2. Sub-stock register
3. Daily Issue Register
4. Treatment register
5. DDA register
6. Lab register
7. Pharmacy register
8. Indent register
9. Specialist register
10. MOT register
11. Diet Register
12. Dhobi Register
13. Referral Register
14. MLC Register

Forms:	Slips:
1. Case sheet	Drug slip
2. Requisition form for referral	Injection slip
3. Emergency referral form	Dressing slip
4. Medical leave book	White chit
5. Medical fitness book	Lab and x ray requisition slip.

WARDS**BED STRENGTH**

FEMALE WARD	16
MATERNITY WARD	04
MALE WARD	16
ISOLATION WARD	10
POST SURGICAL WARD	06
SPECIAL WARD	04

Flow chart for Inpatient Department:**Location:**

Female ward & Maternity ward are situated on the right limb of the U, near outpatient Block. Isolation ward, Male Ward, Post-surgical ward, Special Ward on left wing.

Function:

To provide medical services to the inpatients.

Diet is provided three times a day.

Manned by: Nurse, Hospital Attendant/Dresser, Safaiwala

The duty timings of the Para-medical employees in wards are in three shifts

6.30 AM to 1.00 PM I shift

1.00 PM to 8.00 PM II shift

8.00 PM to 6.30 AM III shift.

b. FEMALE WARD

Has 16 beds, 4sections, two of which are air conditioned.

There is a nurse's station adjoining the ward

Manned by a nurse and an attendant is available for all the three shifts.

The Doctor on Duty takes rounds in all the three shifts to evaluate and treat the inpatients. He/ She also checks that the inpatients have received the medication and nursing care as prescribed. A dietician also gives advice regarding diet.

Equipments available:

Emergency Tray

Suction apparatus

Oxygen cylinder

Nebulizer

Dressing trolley

c. MATERNITY WARD

Equipped for conducting normal deliveries and forceps assisted deliveries and to receive and resuscitate new borns.

d. ISOLATION WARD:

It is a 10 bedded Isolated Ward:

WARDS	GENERAL BED	SPECIAL BED
MALE ISOLATION	4	1
FEMALE ISOLAION	4	1

Infectious disease cases like Acute Gastroenteritis, Infective Hepatitis, Chicken Pox, Dengue fever, Cholera, Swine flu and Open Pulmonary Tuberculosis with sputum AFB Positive are admitted in isolation ward.

Appropriate Notification of Infectious Diseases to Authorities is Done.

e. MALE WARD

Bed strength 14.

Attached ICU bed strength 2

Equipments available:

Multi Parameter monitor

Cardiac defibrillator

Pulse-oximeter

Suction apparatus

Oxygen cylinders

Nebulizer

Emergency tray with all emergency medicines is available in the ward.

Cases like febrile illness, acute and chronic diseases are admitted, treated after evaluation. Cases which cannot be managed in the port hospital are referred to higher centers.

All post-operative cases are shifted from operation theatre to ICU here, for recovery. After stabilization they are transferred to Post surgical unit.

f. POST SURGICAL UNIT

There are 6 A/C rooms here, to house the postoperative cases, (major and minor) which need special care and asepsis.

Post-Surgical Unit Rooms are designed to accommodate Post-Surgical / Burns cases and terminally ill patients needing palliative care.

g. SPECIAL WARD

There are four special air-conditioned rooms housed on the ground floor R.No.32 to 35. Room No 33 designated for VIPs.

h. MAJOR OPERATION THEATRE:

Location:

The operation theatre is located between the two limbs of U shaped hospital building.

Manned by:

- Operation services in charge Dr. Rajeswari, Dy. Chief Medical Officer (Spl)
- Senior nurse who is also in-charge of operation theatre,
- Theatre attendant
- Safaiwala

Working hours: 6.30 AM to 4PM (whenever a case is posted)

Emergency cases at any time.

Surgery may be minor or major.

Visiting consultant Surgeon, Orthopaedician, Gynecologist, Ophthalmologist & Urologist post cases for surgery according to the ailment.

Equipments in OT:

1. Boyles apparatus 1
2. Multiparameter monitor -2
3. Autoclave-Horizontal and vertical-2
4. Hydraulic Operation table 1
5. Operating microscope 1
6. Surgical Diathermy unit 1
7. LED ceiling light (4+4 double dome)-2

8. LED mobile light -1
9. Fogstar power jet for fumigation 2
10. Theatre instruments
11. Sterilizer -2
12. Electric POP cutter-1
13. Electric bone driller-1

All equipments are inspected under AMC and breakdown maintenance.

Theatre is cleaned daily, fumigated weekly.

Procured items like Emergency drugs, injections, suture materials are maintained.

FLOW CHART

Patient gets admitted for surgery as advised



Prior to surgery, fitness from anesthesiologist and physician is obtained after complete blood investigation.



A written consent is obtained from the patient prior to surgery.



Surgery performed

DISINFECTION PROCEDURES IN THE OPERATION THEATRE

Daily:

Operation theatre cleaning process done daily before the start of the first case,
between procedures, after the end of procedures.

Weekly: All equipments, shelves are cleaned with disinfectant. are done at regular intervals.

Fumigation:

Operation theatre is fumigated with regular intervals at 15days.

Theatre Swab Collection:

Sterile moistened swabs are rubbed over the area to be sampled. Samples are collected by the Microbiology Department, Government Medical College Hospital, Tuticorin. Surfaces of the Operation theatre is sampled to check sterility. It is done at regular interval of one year.

Registers maintained:

- Sub stock register
- DDA register
- Daily issue register
- Surgeon's register
- Anesthetist's register

i. DENTAL UNIT

Location: The dental wing is located next to the radiology unit.

Manned by a Contract Dentist, Dental Technician and an attendant.

Working hours: From 10.00AM to 2.00 PM

Services provided:

Sl.No	Category	Procedures
1	Very Minor	Crown cutting, filling(Aquaforte, ceramic), scaling, extraction

2	Minor	Root canal procedure, extraction with suture, sealing
---	-------	---

Equipments

Dental chair with RVG X-Ray 1

Dental chair -1

Scaling unit 1

Autoclave 1

Light cure 3

Sand plaster 1

Distilled water plant 1

UV cabinet 3

Amalgamator 1

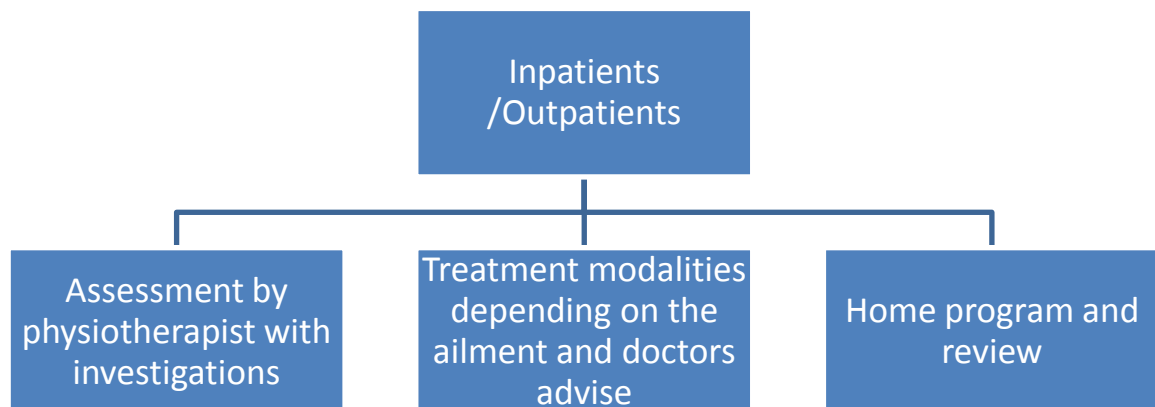
j. PHYSIOTHERAPY SECTION:

To provide physiotherapy treatment to all patients.

Provides follow up care on making prior appointments.

Manned by: One Physiotherapist, One attendant

Timings: 8.30am to 4.30pm

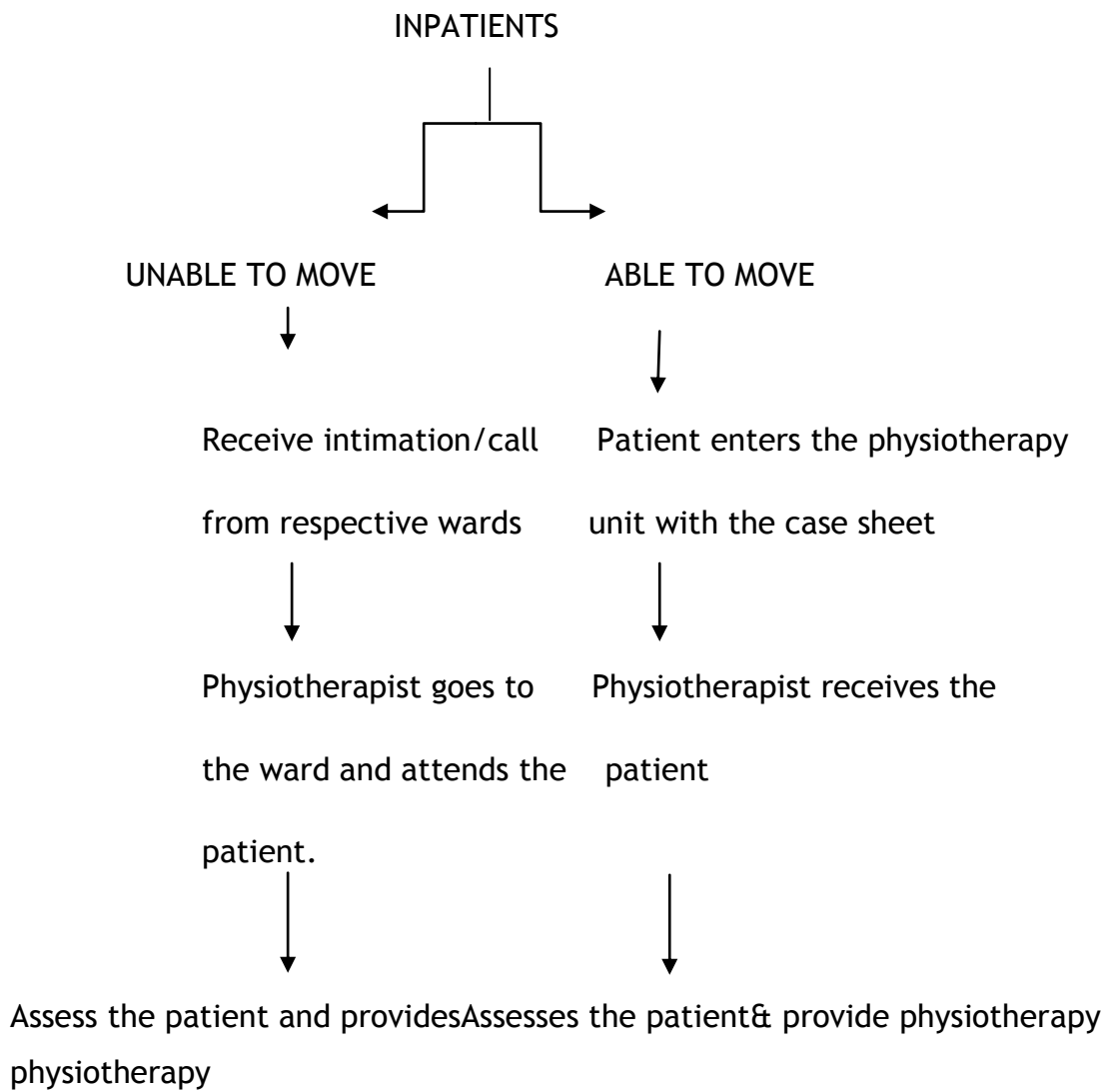


FUNCTIONS:

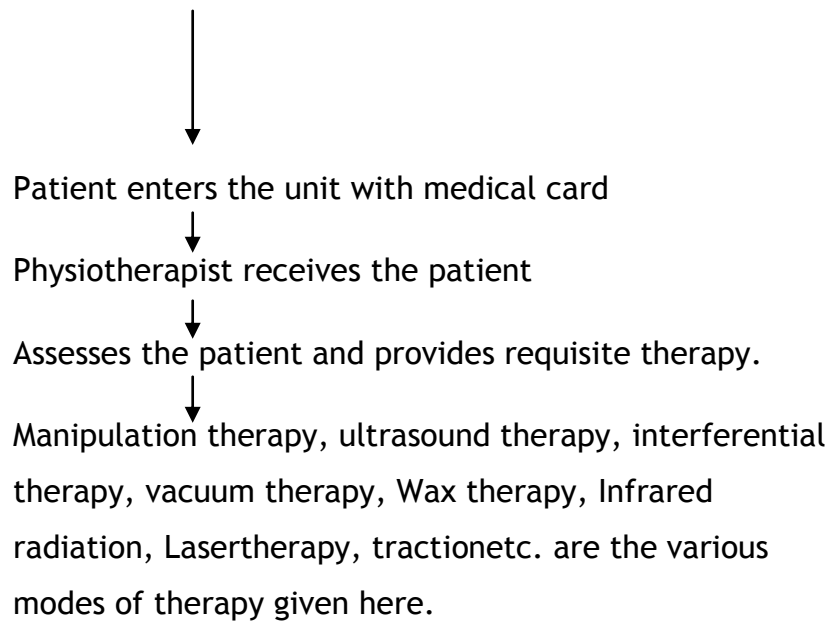
To alleviate pain of the patients, restore muscle strength, mobility, stability and correct posture. Physiotherapists, help people affected by injury, illness or

disability through manual therapy, exercise therapy, electrotherapy, physical education and advice.

FLOW CHART



OUTPATIENTS



EQUIPMENTS AVAILABLE:

1. Vacuum therapy unit
2. Interferential therapy unit
3. Ultrasound unit
4. Laser
5. Electrical stimulation
6. Traction
7. SWD unit
8. Hydro collator
9. Wax treatment
10. IRR
11. Intermittent pneumatic compression
12. Treadmill
13. Quadriceps table
14. Twister pro
15. Stepper
16. Abd vibrator

17. Supinator pronator wheel

18. Mariners wheel

19. Static cycle

20. Parallel bar

REGISTERS MAINTAINED:

- i. Nominal register
- ii. T&P register
- iii. Sub stock register

REFERRAL SERVICES

1. The following hospitals are empanelled to provide Referral services to V.O. Chidambaranar Port Trust.

Sl. No	Hospital Name
1.	Aarthy Scan
2.	Super Scan
3.	Sundaram Arulraj
4.	AVM
5.	Sacred Heart
6.	Gengaa Scan
7.	Vasan Eye
8.	Aravind Eye
9.	Dr. Agarwal's Eye care
10.	Rajesh Tilak
11.	Meenakshi Mission
12.	Velammal Medical College
13.	Apollo
14.	Shifa
15.	Harshitha
16.	Chennai National Hospital
17.	Christian Medical College & Hospital

2.A Referred patient gets the requisition referral slip from the doctor on duty for reference to empanelled referral hospitals. The patient will hand over it to the Medical Administrative Office. The Computer Assistant receives the slip, enters the details in HMS, gets the approval of Deputy Chief Medical Officer & Chief Medical

Officer, prepares in duplicate for Tuticorin hospitals and in triplicate for hospitals in Madurai, and then hand over the reference letter to the patient.

A copy of the referral letter will be deposited by the employee in their respective departments for Travelling Allowance.

Escort:

Whenever a child lady or any patient who couldnot travel by himself and have to behelped due to a surgery or any disease an escort could be provided to seriously illled patient& bed ridden patients

Annexure I: Referral Forms

1. Emergency (Annexure -I)
2. Serving Employees (Annexure -II)
3. RetireesEmployees(Annexure- III)

In case of Emergency Medical treatment: -

In case of emergency, the employees/beneficiaries may visit the Empanelled Hospital and the treatment shall be given by the Empanelled Hospital after establishing their identity as per Medical Identity Card , the patient has to inform Chief Medical Officer in writing or through phone/e mail.The referral form from Medical department of VOC Port Trust shall be then provided within a period of three days for such emergency treatment.

3. Eligibility:

Eligibility for Service Employees:

The Working employees and their dependants of V.O.C Port Trust are eligible to avail Medical facilities .The dependent are defined as follows:

- (I) Spouse
- (II) Parents
- (III) Children including legally adopted children, stepchildren and children

taken as wards subject to the following conditions: -

Unmarried Son--Till he starts earning or attains the age of 25 years,
whichever is earlier

Daughter ----→-Till she starts earning or gets married, whichever is
earlier, Irrespective of age-limit.

Son-----→Suffering fromPermanent disability of Any kind (Physical
OrMental) --No Age-limit.

Dependency--→The income limit for the dependency of the family
(Other than spouse)is Rs. 9,000 plus the amount of
Dearness Relief Admissible on Rs.9000 on the date of
consideration of the claim.

Eligibility for CISF PERSONNEL

The CISF Personnel and their dependants of V.O.C Port Trust are eligible to avail Medical facilities and list of eligible personnel are identified by Medical Identity card issued by VOCPT and they are eligible to avail medical facilities till in the service of this Port Dependents of CISF are defined as follows:

- (I) Wife/husband as the case may be
- (II) Parents
- (III) Children including legally adopted children ,step children and children
taken as wards subject to the following conditions:-

Unmarried Son---→Till he starts earning or attains the Age of 25 years, whichever is earlier

Daughter -----→Till she starts earning or gets married, whichever is earlier, Irrespective of age-limit.

Son -----→Suffering fromPermanent disability of Any kind

(Physical or mental-----→-No Age-limit.

Dependency---→-The income limit for the dependency of the family members (Other than spouse) is Rs. --plus, the amount of Dearness Relief admissible on the date of consideration of the claim.

- (IV) In the event of deletion from the rolls due to death, resignation, retirement, etc or for any other reasons whatsoever, the CISF personnel and their dependants will not be eligible for availing medical facilities from empanelled hospitals provided by Second party as per the notice of deletion given by the authorized Officer of VOCPT.

Eligibility for Retired Employees:

The Retired employees and their Spouses of V.O.C Port Trust are eligible to avail Medical facilities on credit at Referral Hospitals which are empanelled.

4. Some other salient points in the MoU entered into with Referral process:

A. Bill is settled as per the tariff prescribed under CGHS (Chennai) Rates, 2014 with the following exclusions under Board Resolution No:9 (Agenda item No.9) of 07.05.2018.

- (i) Room Rent shall be charged as per the rates entered in the MOU for the days over and above number of days specified in the package rates. (As mentioned in MoU Page No.5 Para No. 6 - points a, b, c)
- (ii) Pharmacy Charges shall be charged as per the actual.
- (iii) Out sourced New Procedure not covered in CGHS Chennai Rates 2014 and special investigations shall be charged as per actual.
- (iv) Implants and instrumentation will be charged as per actual.

- (v) IP Consultations charges other than for the treatment of the specified package shall be charged.
- (vi) Consumables will be charged as per actual.
- (vii) Non Medical Expenses and attendant's lodge and diet charges will be as per actual
- (viii) The cosmetics like soap, shampoo, paste and oil etc. utilized for the patient shall be charged.

Sl No. I to VI will be paid by the Port and the Sl. No. vii and viii will be paid by the employee / pensioner.

B.If the facilities of any investigations such as MRI scan, CT scan, X-rays, ECG, blood test, etc are not available in the Second party's hospital, the patients should be referred to other hospitals/ Laboratories, etc and the payment thereof should be paid by the Second party and the same may be got reimbursed from the First party as per rates applicable under CGHS (Chennai) Rates, 2014 as revised from time to time by the Government.

C.If the patient is to remain in the hospital for a period of more than 21 days, the Second party's hospital should inform the Chief Medical Officer, V.O.Chidambaranar Port Trust with necessary justification for his/her prolonged stay and the same may be intimated by him/her to the concerned HOD of employees in which he/she is presently on roll. Specific approval should be obtained from Chief Medical Officer or any authorized Officer of the Port.

D.The Second party's Hospital shall provide accommodation to the beneficiaries as indicated by the Management. No lodge charges will be reimbursed to the hospital if the patients are in ICU Ward/POW.

The entitled class of accommodation is mentioned below: -

- a) Class I & II Officers @ Rs.3000/- (Rupees Three thousand only) per day
- b) Class III @ Rs.2000/- (Rupees Two thousand only) per day

c) Class IV @ Rs.1000/- (Rupees One thousand only) per day.

E. Drugs/ medicines may be supplied to patients for a maximum period of 30 days at a stretch except specifically recommended by the Competent Authority (Chief Medical Officer.)

F. The employees of VOC Port, CISF personnel who require medical certificate on the grounds of sickness, may be issued duly certified by the Second party's Hospital. On discharge from the treatment, the concerned employee /CISF Personnel may also be issued with a Fitness certificate confirming his physical fitness to resume duty.

RATIONALISATION OF MEDICAL BENEFITS

The Chairman, Indian Port Association vide letter No. IPA/BWNC/Med. Ben/Pensioners/2005, dated 26.09.2014 has issued the following guidelines for extending medical benefits for retired employees of Major Ports/Dock Labour Boards for adoption by All Major Ports:

- I. Retired employees settling at another Port city may be allowed to avail medical facility at that Port after getting formal approval of the competent authorities of the both the Ports.
- II. The retired employees shall submit joint photographs (of the retired employee and spouse) duly attested from their original port for preparing a case book in the Port hospital.

Based on the above guidelines, if approved the retired employees of other Ports who are settling in and around Tuticorin city are allowed to avail the facility of taking treatment in port hospital, duly following the said procedures:

After obtaining letter from the working and retired employees/officers of VOC Port Trust, the working and retired employees/officers & their families members, can avail medical treatment (both in patient , Out-patient) in those port trust hospitals as provided to their in other Major Port trust Hospital will be reimbursed directly by the original Ports on submission of bills from the hospitals, where the working and retired employees have taken treatment.

Submission of Medical Claims for Reimbursement:

Emergency Admission in non-referral Hospital should be informed to the Chief Medical Officer through mail /phone call/letter /fax preferably within 24 hours of admission.

Contact details are given below:

cmo@vocport.gov.in

vocptdycmo@gmail.com

Any claims arising out of emergency treatment in any non-referral hospitals have to be submitted to Medical administrative Office within six months with the necessary claim forms like 'A' in case of OPD 'B' in case of inpatient treatment. The claimant has to be attach the check list available in the Port website or at the Medical administrative office with all the requisite bills attested by the hospital where he or she was treated, once the claim is scrutinized if it is in order the same shall be forwarded to Finance Department for payment after approval.

AMBULANCES SERVICES

Location	Nos.
Port Hospital	1No.
Port Dispensary	1No.
VOC wharf	1No.
Green Gate	1No.

After every month the place of posting of the drivers are changed.

TECHNICAL SECTION

a. PHARMACY

This section is present opposite to the dressing room. It stocks all the medicines that shall be dispensed to the outpatients.

It is manned by 4 pharmacists, 3 regular and one contract pharmacist.

FUNCTIONS

1. Dispensing Medicines to In-Patients and Outpatients according to Doctors prescriptions and the same are accounted in HMS software I Helix.
2. Medicines unavailable in pharmacy are identified and doctors are informed for alternative medicines or the same will be purchased through white chit.
3. White chit collected are sorted out- Usually medicines are received only on the next day, but preference is made for purchase of emergency medicines and IP requirements on the same day through phone as per the list prepared in the I Helix.
4. White Chit medicines usually received in the afternoon and verified for quantity and quality.
5. Medicines of White chit are immediately dispensed to IP Patients and for OP Patients - Dispensed when they come for collection.
6. The Cost of White chit medicines are verified and submitted for payment through Medical administrative Office.
7. Available Medicines are informed to Duty Doctors.
8. Routine medicine requirements are prepared through main weekly indents.
9. Occasionally subsidiary indents are raised when requirement arises.
10. Billing Procedures for Payment: (All made through I Helix).

- a) Billing for EMS Patients every week
- b) Billing for PP chits on monthly basis
- c) Billing for Canteen staffs cumulatively on monthly basis
- d) Billing for CECRI Patients, Retired patients of other ports.
- e) Billing for other Retired Port patients under Rationalisation of Medical Benefits.

11. Issuing first Aid Boxes and first Aid Medicines to various sections of our Port.

12. Medical Camps Medicines dispensed when it has been organized.

13. Medicines inventory monitored on daily basis

Duty timings of Pharmacy: 6.30AM to 8PM

b.MEDICAL MAIN STORES

Medical main stores are used for stocking medicines and consumables. Entry is made in the HMS. First in, first out (FIFO) method is used. Stock inventory is maintained and procedures for nearing expiry medicines are followed.

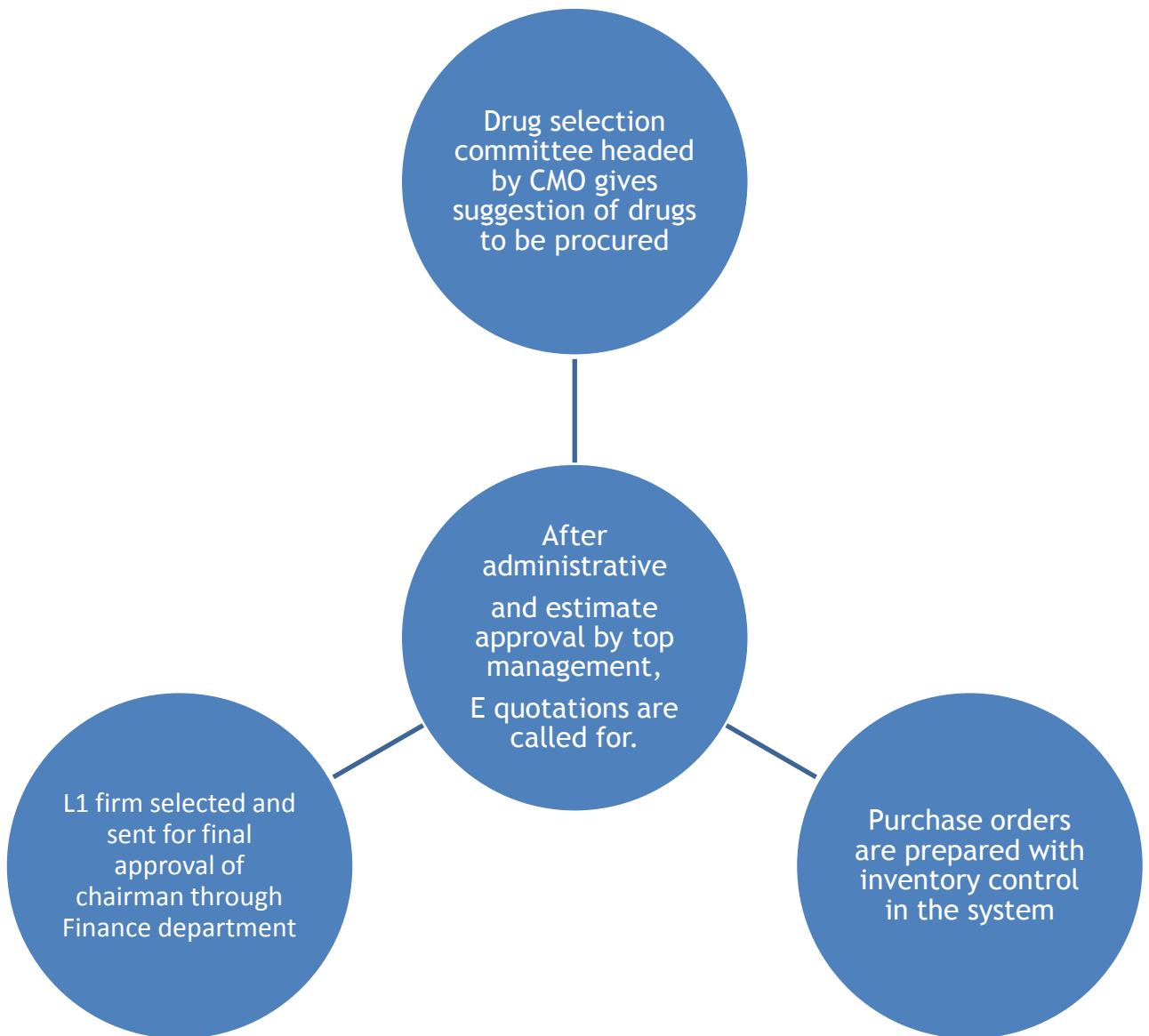
FUNCTIONS:

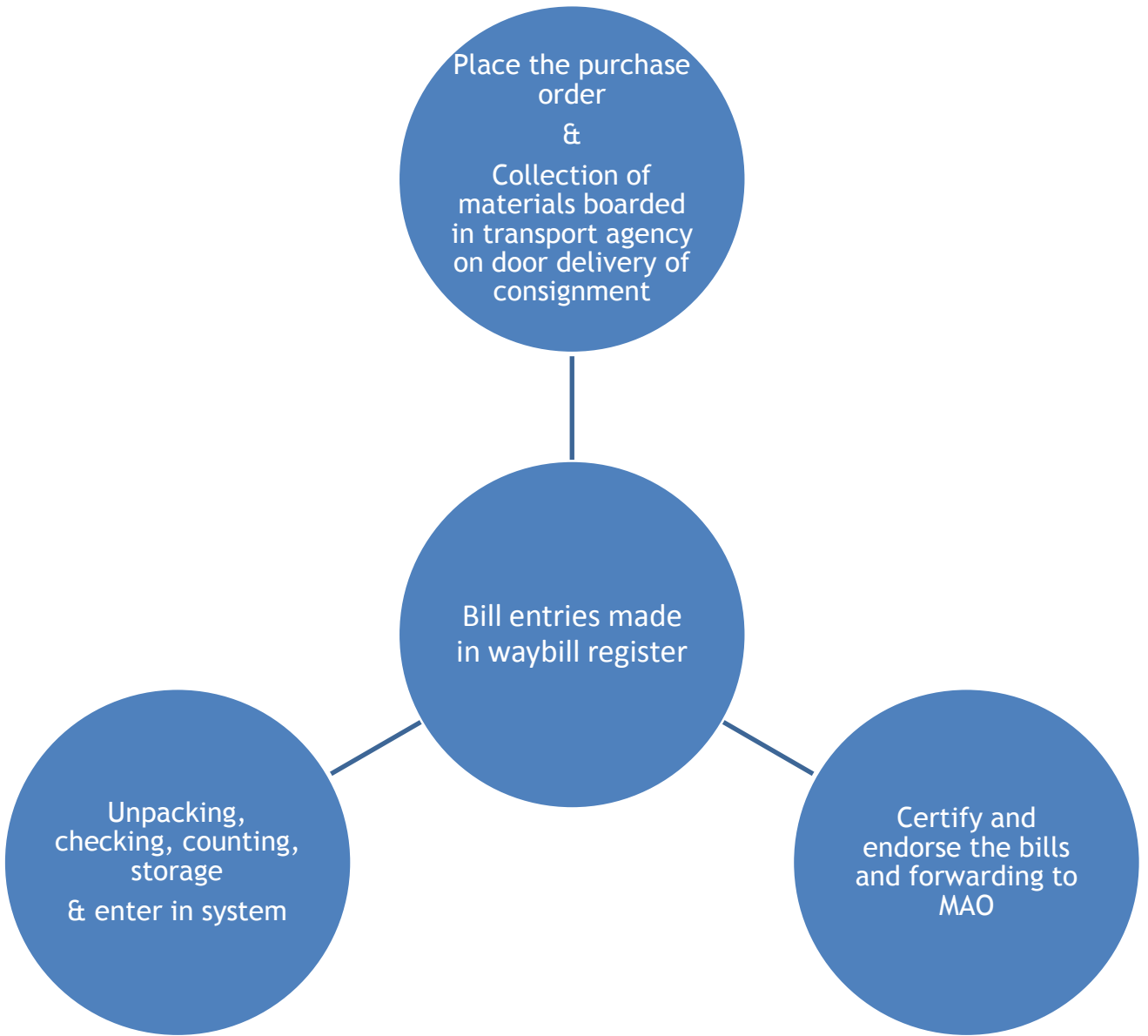
1. Daily routine check of storage places, cold storages and overall view of stored medicines and surgical items.
2. Checking the indents for issuing the necessary available items.
3. Items which are not available time to time are informed to the doctors
4. Inventory of medicines: Stock verification, movement of items stored, expiry of medicines and storage conditions
5. Receipt of new arrivals: Coinciding with the purchase order, quantity and physical quality, display to verify by Dy. Chief Medical Officer/Sr. Medical Officer
6. Following the purchase orders: verifying the receipts and supply, enquiring about the not supplied items and giving awareness for speedy supply.
7. Checking physical balances whether to be reordered

To be reordered items informed to Deputy Chief Medical Officer and getting Concurrence to place P.Os

8. Purchase orders prepared and submitted for approval
9. Annual procurement file initiated with medical office
10. Annual requirements of various sections consolidated, and budget estimate prepared with office.
11. Following the annual procurement file for approval
12. Tenders prepared and submitted for vetting
13. Tenders floated in website and tender wizard-coordinate with concerned sections
14. EMD consolidated and submitted for receipt.
15. Return of EMD initiated to the concerned tender participants after the retention period

FLOWCHART







d. CLINICAL LABORATORY

Manned by: 2 Lab technicians,

(one regular employee and one contract employee)

Working hours of lab: 8am to 6pm

Emergency Lab tests are carried out as and when needed.

Equipments available:

Semi auto analyzer -1

Cell counter-1

HbA1c analyzer -1

Hemoglobinometer-1

Glucometer 1

Microscope-1

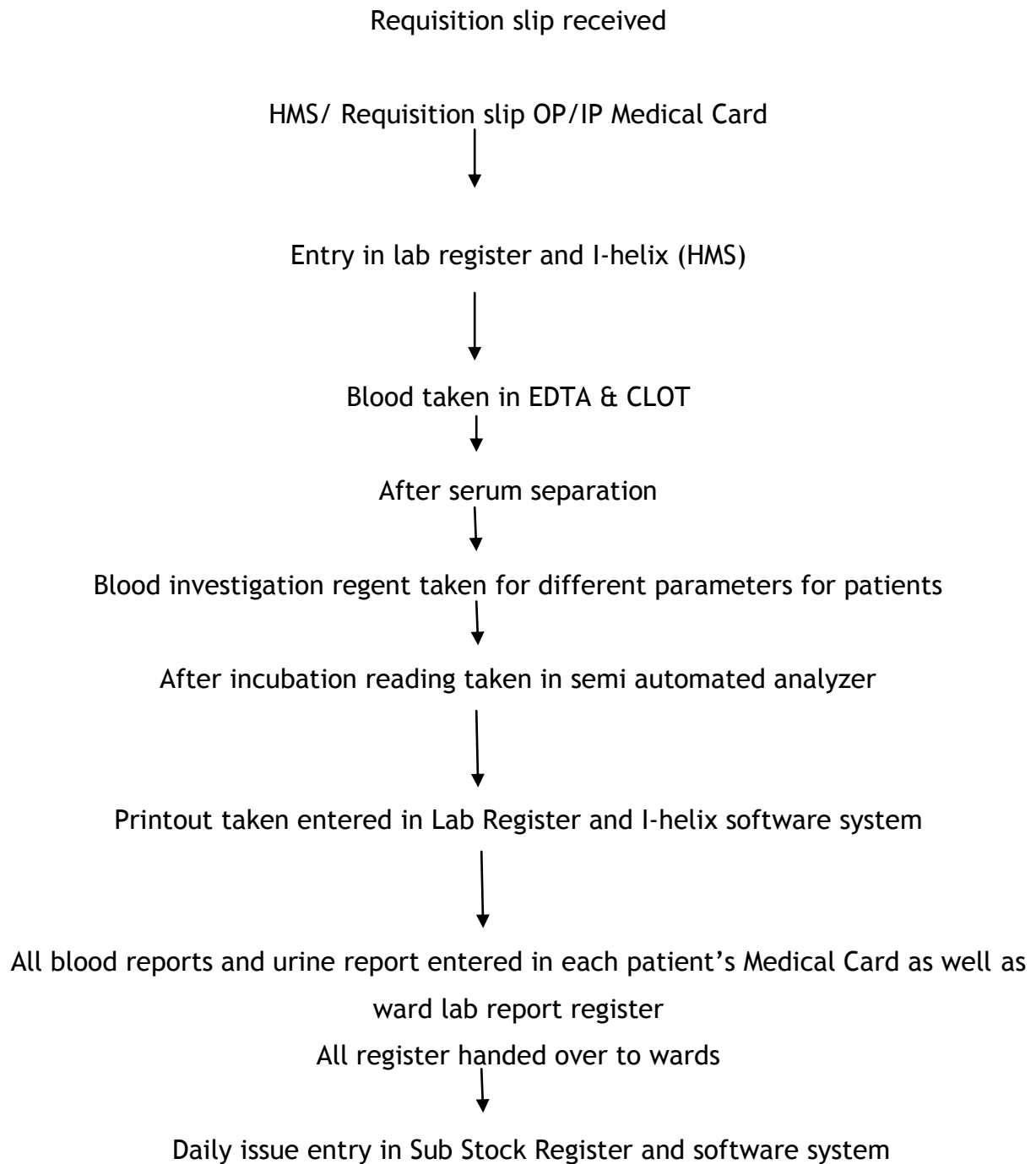
Centrifuge-1

Hot air oven-1

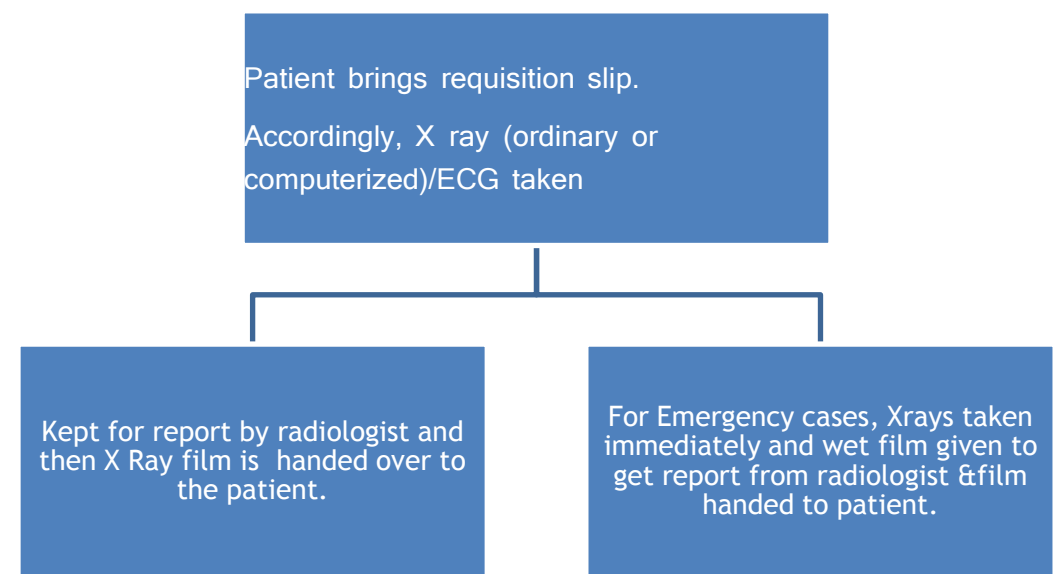
Outpatient approaches the lab with the medical card or requisition slip given by the doctor, the lab technician makes entry in the lab register and HMS I-Helix. Under aseptic conditions stipulated blood is taken from the patient, kept for EDTA and clot. After serum separation, blood investigations done in semi-automated analyzer. Results are entered in the lab register also in Hospital Management System. Results can be collected by the patients in the evening of the same day.

For In patients, the lab technician goes to the bedside of the patient to collect blood for necessary investigation as indicated by the doctor. He makes due entry in HMS as well as lab register, and the results are made available in the system which the doctor can visualize from the respective sections.

FLOWCHART



d. RADIOLOGY SECTION



Location: Radiology unit is located adjacent to the pharmacy unit.

Function: To take X- rays, ECG for patients with requisition slip.

Manned by: 2 contract Radiographers

Working hours of the unit - 8.30 A.M to 6.00 P.M

Equipments available:

- 1. 300 M.A X-Ray Unit Machine -Allegers Company
- 2. 100 M.A X-Ray (Mobile Unit) - Siemens
- 3. Computerized X Ray unit - Fuji
- 4. Dental X-Ray Unit (Mobile)
- 5. ECG Machine - 2 Nos. - BPL & Schiller

Modern computerized X-Ray unit is available to provide high resolution skiagrams.

Work timings of Radiographers are

- 1. 8.30 A.M to 4.30 P.M
- 2. 10.00 A.M to 6.00 P.M

List of Documents and Registers in the Radiology section

- a) Sub-Stock Register
- b) Nominal Register / X-Ray & ECG

- c) Indent Register
- d) Tools & Plant Register
- e) AMC files
- f) Survey Report file
- g) Personal Monitoring service files
- h) ISO related files.
 - Bench mark is to process the X-Ray film within ½ hour
 - Issue report on the same day
 - In emergency, X-Rays are taken and issued within 20 minutes.

e. PUBLIC HEALTH SECTION:

- To maintain cleanliness and hygiene in the hospital premises.
- To maintain records for proper biomedical waste disposal.
- To inform the District Health authorities in times of epidemic out break and cooperated with them in all eradication measures.

ANCILLARY SERVICES

a. REGISTRATION ROOM: (round the clock service)

Registration room provides Medical booklets / Slips to the employees or their dependents or to persons who needs emergency treatment as first aid.

Registration room contains Registers to maintain attendance of Nurses and attendants

Grievances Register is placed here for patients, staff to record their grievances.

Manned by: Hospital attendants in 3 shifts.

Timings: I Shift 6.30AM -1.00 PM
 II Shift 1.00 PM -8.00 PM
 III Shift 8.00PM- 6.30AM

Function: As an enquiry room.

 Makes entry in the HMS

 Generates OPR number in HMS and issues medical slip to patients

 Hospital Management System, (HMS) I-HELIX is a software installed in VOC Port hospital which is linked with various sections of the Hospital.

On Approaching the Registration Room, Patients are given their medical card (Book) number or employee number, to enable the attendant in the registration room to make an entry in HMS, as well as to handover their medical booklet after they inform their employee number.

CATEGORIES OF PATIENTS

SLIPS

<ul style="list-style-type: none"> • Port employees with medical card in hospital 	<ul style="list-style-type: none"> • Medical booklet is given
<ul style="list-style-type: none"> • Port employees with medical card in dispensary 	<ul style="list-style-type: none"> • EME slip is given
<ul style="list-style-type: none"> • Accident emergency cases 	<ul style="list-style-type: none"> • APE slip is given
<ul style="list-style-type: none"> • Other emergency cases 	<ul style="list-style-type: none"> • EMS slip is given
<ul style="list-style-type: none"> • Private paying cases 	<ul style="list-style-type: none"> • PP slip is given
<ul style="list-style-type: none"> • Medical examination cases 	<ul style="list-style-type: none"> • ME slip is given
<ul style="list-style-type: none"> • Port guests/sports cases 	<ul style="list-style-type: none"> • PG Slip is given

SLIPS:

Employee Emergency cases (EME slip)	Accident emergency cases (APE slip)	Other emergency cases (EMS slip)
Private paying cases (PP slip)	Medical examination cases (ME slip)	Port Users/Guests/Sports cases (PG slip)
X Ray/ECG requisition slip	Laboratory requisition slip.	Drug slip
Injection slip	Dressing slip	Whit chit

b. MEDICAL ADMINISTRATIVE OFFICE (MAO)

This section deals with establishment matters of Medical Department, procurement of materials, drugs, surgical items, AMC and calibration of medical equipment, settlement of referral hospital bills.

Timing: 10 AM to 5 PM on all working days.

Strength:

Sl.No	Designation	No. of Posts
01	Head Clerk	1
02	Sr. Assistant	1
03	Upper Division Clerk	1

Allocation of work:

Sl.No	Designation	Allocation of work
I.	Head clerk	Supervision of bills, preparation of MoU and board note, Supervision of establishment works, tender, Personal claims.
II.	Sr. Assistant	All tenders, bills for referral hospital, non referral in respect of employees, establishment matters, MACP
III.	Upper Division clerk	Procurement of forms, computers, physical verification of tools and implants, TNPCB, Handling bio medical waste. Printing of forms,
IV.	Record sorter	Tapal distributed& collected to all Department.
V.	Billing Pharmacist	Bills for referral , non -referral claims of Retired employees. Input about knowledge drugs used for perusing claims
VI.	Computer Assistant -I	Bills of manpower contract, linen bills, diet bills, Ministry correspondence, Vigilance returns, Visiting specialist bills
VII.	Computer Assistant -II	Dispatch, file tracking , medical card to employees & Retirees, CISF employees
VIII.	Computer assistant -III	El, CCL, TA bill, PP Bill, GPF, Receipt
IX.	Computer Assistant -IV	Reference to Port employees, retirees, CHD employees
X.	Computer Assistant -V	Bills of empanelled hospital for CHD employees, Reimbursement claims of retirees

		and employees, CHD correspondence, MoU, regarding CHD
XI.	Computer Assistant -VI	Bills of empanelled hospital for CHD employees,
XII.	Computer Assistant -VII	Bills of empanelled hospital for CHD employees, Reimbursement claims of retirees and employees

RECORD SECTION

In the record section the records are sorted, sewed, stored .

Sorting:

All records are broadly classified into Medical Administrative Office records and Medical Records.

Medical Administrative records includes: Tender files, Procurement files, empanellment files, Board note files, Bill related files , Establishment File, Recruitment files, Man power contract files, Imprest files, Purchase order file.

Medical Records includes: Outpatient records, Inpatient records, Case sheets, Birth Records, Death records, Admission& Discharge sheets, Accident Register etc.

Storage:

All the files are categorized and stored as per the year wise and section wise.

Retention Period:

Retention period of each record/file is noted in the Record room register.

Sewed:

The files are sewed and stored. The files are sewed by the Record sorter.

Destruction:

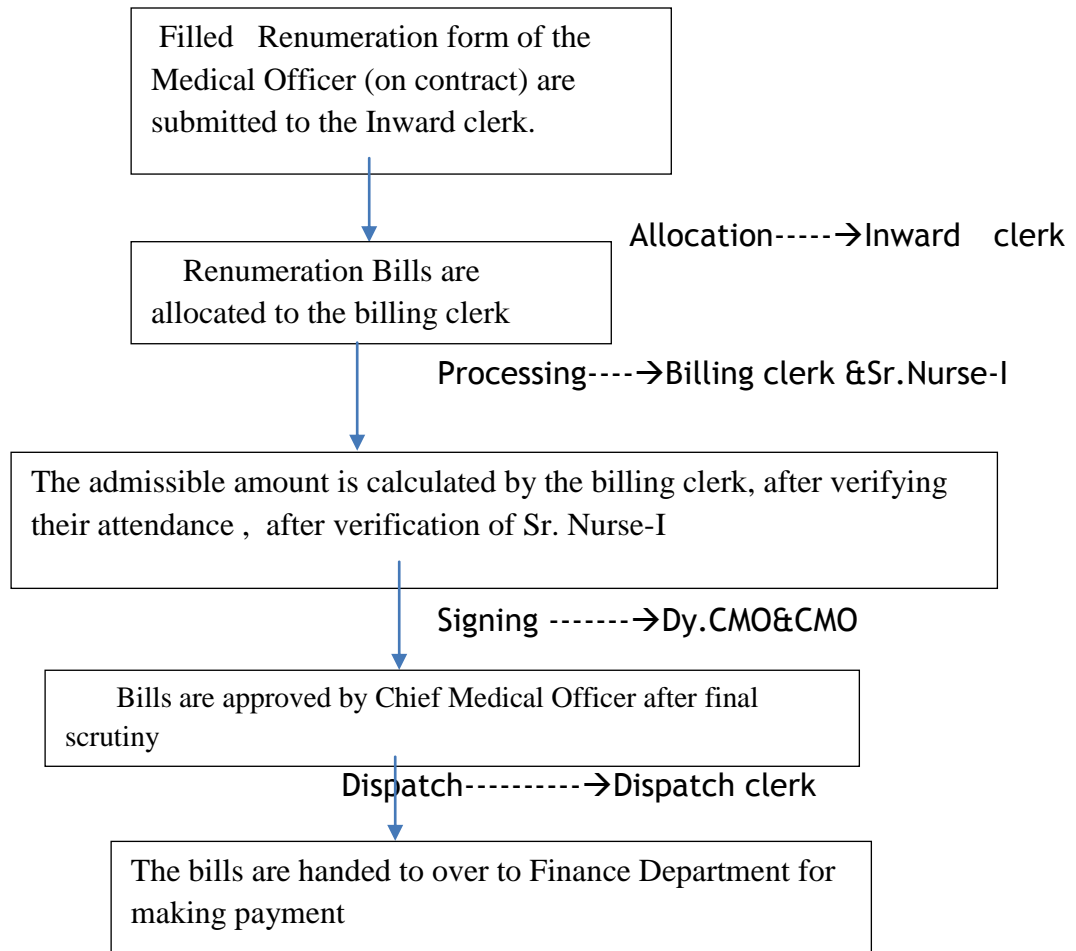
The file exceeds the retention period will be destroyed as per the norms followed in the Medical Department.

Billing Procedures:

MEDICAL OFFICER (ON CONTRACT):

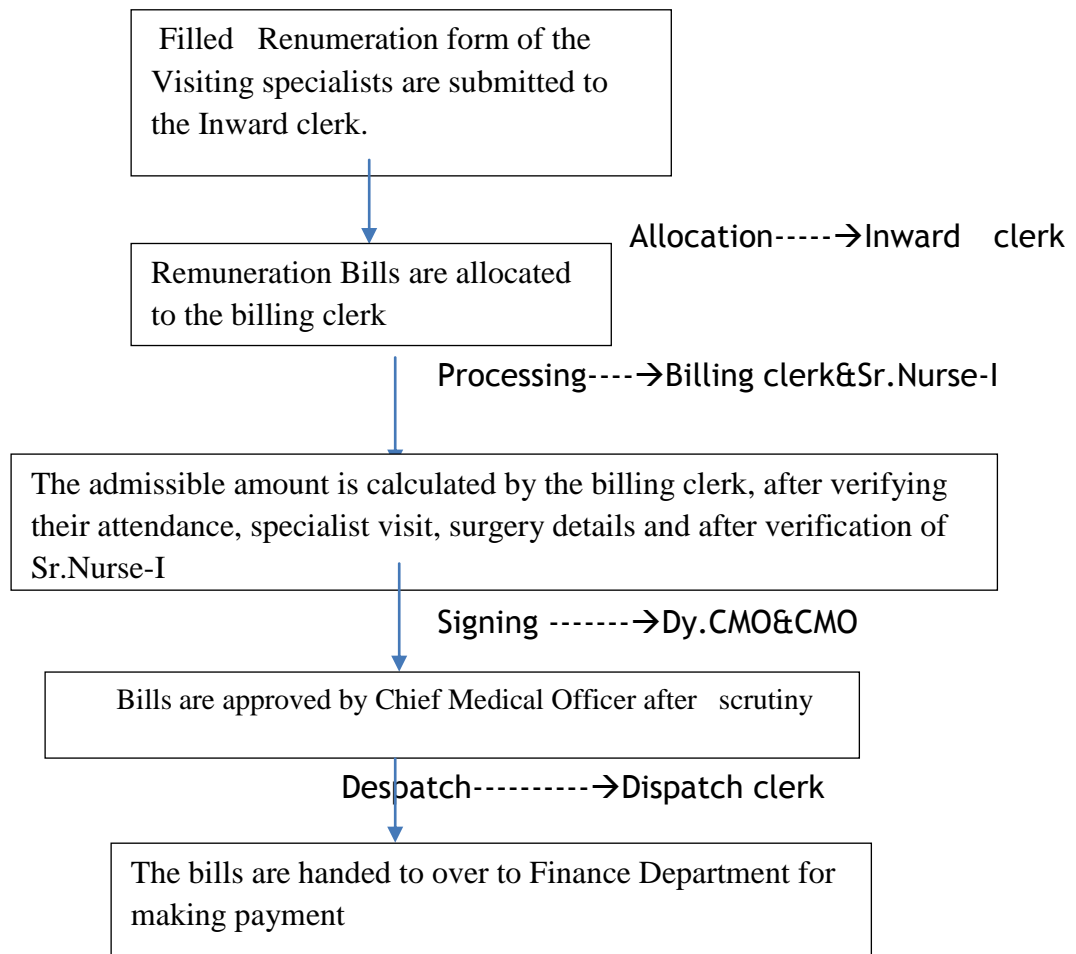
The remuneration bill for Medical Officer (on contract) is annexed as below

The billing procedure is as follows:



VISTING SPECIALISTS BILLS:

The remuneration bill for Visiting specialists is annexed below. The billing procedure is as follows;



Remuneration bills for Visiting Specialists

V.O. CHIDAMBARANAR PORT TRUST

MEDICAL DEPARTMENT

Remuneration and conveyance bill in connection with the visit to VOC Port trust hospital/Dispensary as per Medical Department's Order No: H- 08/01/2012*2013/Vol.II/D.601 with effect from 01.04.2018

1. Name of the Part Time Doctor and Specialization :
 2. Month and year of claim :
 3. Rate of remuneration for regular visit :
 (a) Super specialist Rs. 1035/-
 (b) Specialist Rs. 900/-
4. Anesthesia with M.D Qualification
 (a) General Rs. 1800/-
 (b) Spinal Rs. 1600/-
 (c) TIGA Rs. 1600/-
 (d) Regional Nerve Block Rs. 900/-
 (e) Local infiltration Rs. 900/-

Dates of Regular Visit to Port Hospital

Rs.

Dates of Regular Visit to Port Dispensary

Rs.

Dates and time of Emergency visit/per-operative/Post operative visits Rs.800/- per visit

Emergency visit															
Pre- Visit operation															
Post operative visit															

Rs.

5. Rate of Additional amount for surgery

- (a) Major operation Rs.5500 per surgery x Rs.
 (b) Minor operation Rs. 2500 per surgery x Rs.
 (c) Very Minor operation Rs. 1750 per surgery x Rs.
 (d) Assisting surgeon for major surgery Rs. 2250 per surgery x Rs.
 Total Amount Rs.

6. Rate of Conveyance expenses

- (a) No. of visit to Port Hospital Rs.300 per visit x Rs.
 (b) No of visit to Port Dispensary Rs.150 per visit x Rs.
 Total Amount Rs.

STAMPED RECEIPT

Received a sum of Rs. (Rupees)
 only towards remuneration and conveyance expenses for the month of from the
 Financial Advisor & Chief Accounts Officer, V.O.C Port Trust, Tuticorin -4.
 To
 The Chief Medical Officer, V.O.C Port trust

SIGNATURE

CERTIFICATE

Certificate that the dates mentioned by the visiting specialists are found correct.

SR. NURSE

DY.CMO

CMO

Bills received from empanelled hospitals for services to availed by referral hospitals.

Time frame for the bill is 5 working days.

Receipt of the bills	The fresh bills are received by Inward Clerk from Central DAK system
Allocation of the work	The receipt of bills is noted by Chief Medical Officer, and the bills are allocated to the billing clerk by Inward clerk.
Processing	The identity particulars of the patient, Referral letters, discharge summary are checked, the admissible amount is calculated by the billing clerk. and it is subsequently scrutinized by Deputy Chief Medical Officer.
Signing	After scrutiny of the Dy. Chief Medical Officer the bills are passed by Chief Medical Officer after final scrutiny.
Dispatch	The bills are handed to over to Finance Department for making payment by Dispatch clerk with necessary entries made in the SAP.

Individual claims:

Reimbursement claims submitted for medical care availed by non -referral patients (employees/pensioners).

Time frame for the bill is 5 working days, as per the Circular dated: FIN-OFFAO-BIL-RETIR-V-16/D.987 Dt:08.04.2016

TASK	Procedure	To be executed by
Receipt	The fresh bills are	Inward Clerk

	received Inwards Clerk Central DAK System. The receipt of noted bills is noted by Chief Medical Officer, and the bills are allocated to the billing clerk by Inward clerk.	
Eligibility Checking	Eligibility statement is put up by Senior Assistant.	Senior Assist
Verification of Genuiness of claim	Genuiness of the claim is ascertained by Deputy Chief Medical Officer (Specialist). Endorsement by Chief Medical Officer obtained.	Dy. CMO(Spl)
Admissibility of bill Amount.	Admissibility scrutiny and processing is done by Senior Assistant.	Senior Assistant
Signing by Chief Medical Officer	Returned for verification and signature to Dy. CMO (Spl) and CMO.	CMO
Bill sent to Finance Department	Dispatched to Finance Department.	Dispatch Clerk

V.O.CHIDAMBARANAR PORT TRUST
MEDICAL DEPARTMENT

No. H/66/CMO/01/2019/C/ D. 1694

Date: 17.06.2019

CIRCULAR

To Streamline and adhere to the time - frame for processing of claims received for reimbursement from non- referral employees/ pensioners, the following time line should be strictly adhered to

TASK	Procedure	To be executed by	Time allotted
Receipt	The fresh bills are received Inwards Clerk Central DAK System. The receipt of noted bills is noted by Chief Medical Officer, and the bills are allocated to the billing clerk by Inward clerk.	Inward Clerk	½ day
Eligibility Checking	Eligibility statement is put up by Senior Assistant.	Senior Assist	1 day
Verification of Genuiness of claim	Genuiness of the claim is ascertained by Deputy Chief Medical Officer (Specialist). Endorsement by Chief Medical Officer obtained.	Dy. CMO(Spl)	1 day
Admissibility of bill Amount.	Admissibility scrutiny and processing is done by Senior Assistant.	Senior Assitant	1day
Signing by Chief Medical Officer	Returned for verification and signature to Dy. CMO (Spl) and CMO.	CMO	1 day
Bill sent to Finance Department	Dispatched to Finance Department.	Dispatch Clerk	½ day

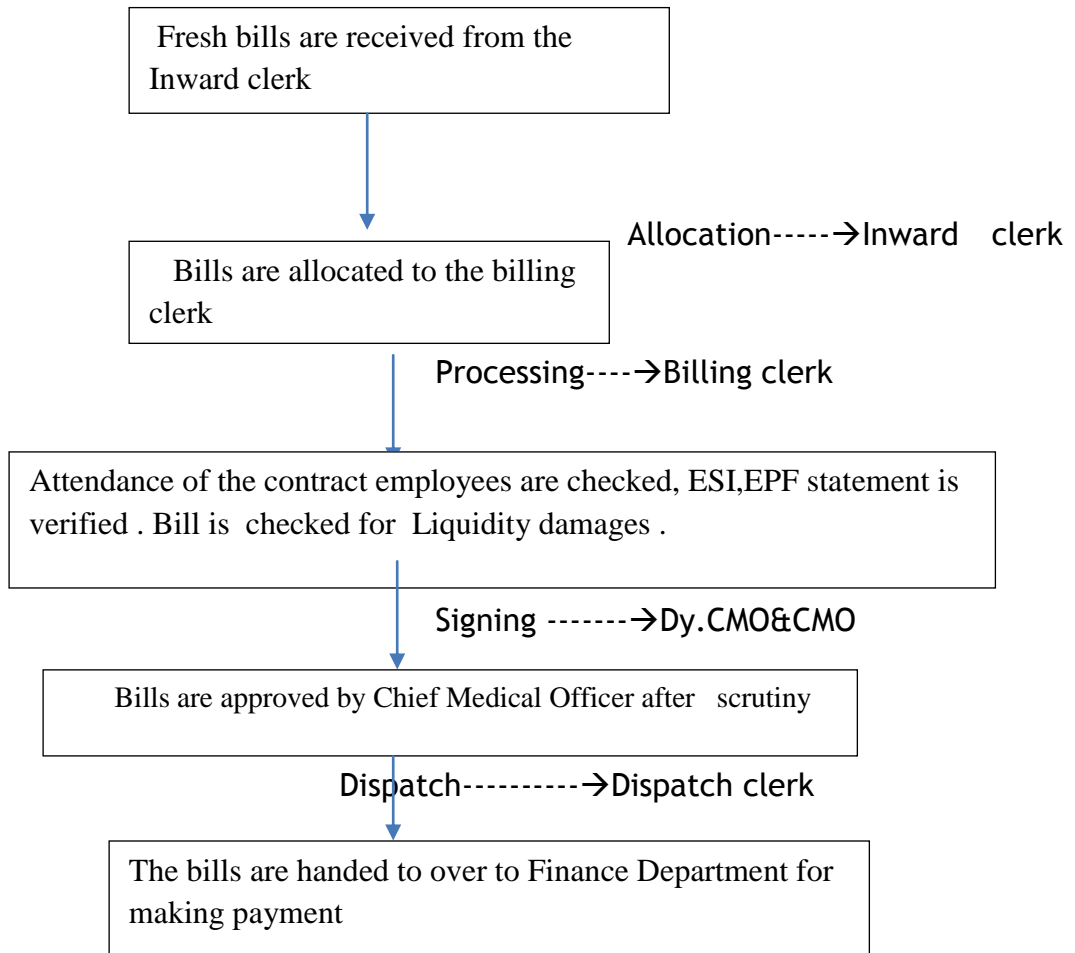
[Signature]
17.6.19
CHIEF MEDICAL OFFICER

To

1. Deputy Chief Medical Officer (GN) *[Signature]*
2. Deputy Chief Medical Officer (Spl) *[Signature]*
3. Head Clerk *[Signature]*
4. Senior Assistant *[Signature]*
5. Inward *[Signature]*
6. Dispatch *[Signature]*

DESPATCHED
[Signature]
17/6/19 INITIAL

MANPOWER CONTRACT BILLS



CONTRACTORS OF VOC PORT HOSPITAL

The following contracts have been awarded by the Medical Department and are recurrently operative.

1	Good Shepherd system services, Nazareth, Tuticorin	Provision of Medical & Para medical staff
2	Hohilcolor Coating, Tuticorin	Provision of Safaiwala
3	Shri Venkateshwara constructions, Tuticorin	Provision of First Aiders

DIET SERVICES

Services of a qualified dietician recruited on contract are available at the VOC Port Hospital.

- The dietician counsels both Indoor and Outdoor patients on disease specific Nutritional diet.
- Diet is provided to all indoor patients of V.O.C Port Hospital.
- The diet issue timings are:

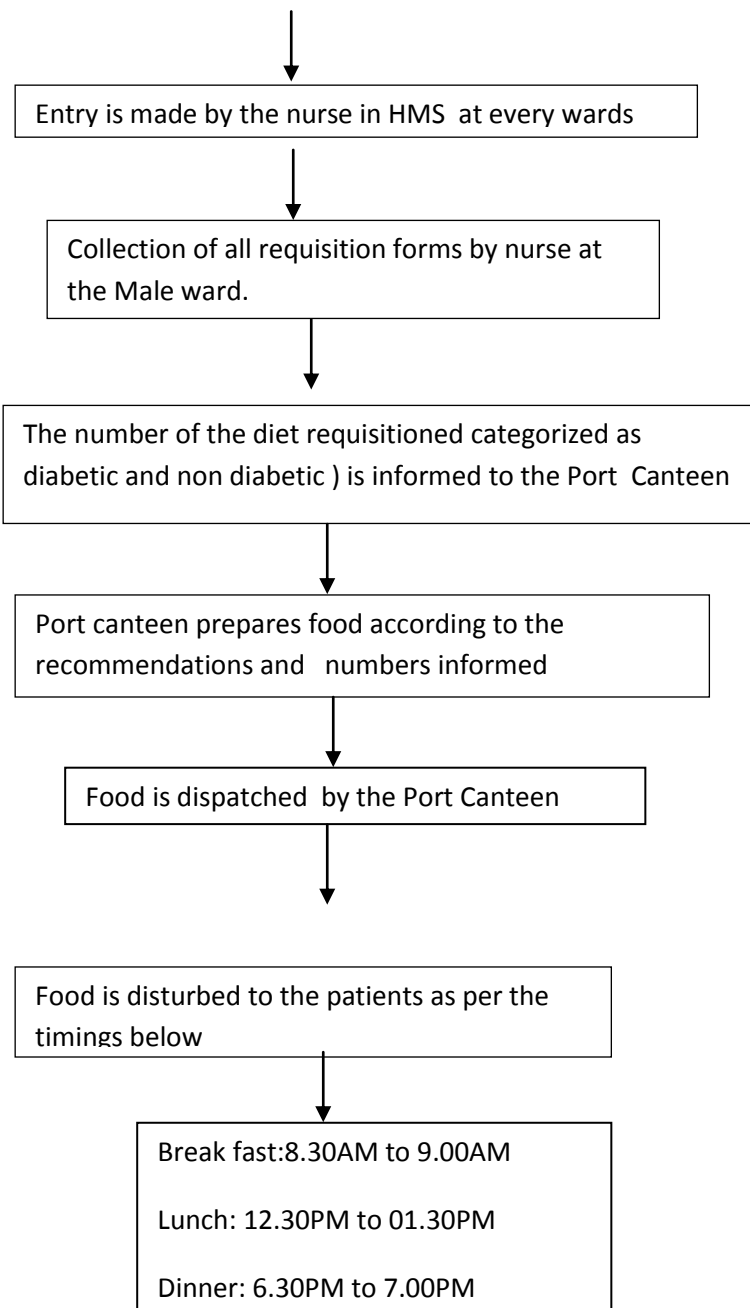
Tea	Breakfast	Afternoon	Tea/snacks	Dinner
7.00 -7.30AM	8.30AM -9.00AM	12.30- 01.00PM	4.00 PM	6.30-7.00PM

- The food is sourced from the Port Canteen.
- Execution and billing of Diet services are supervised by Senior Nurse I

Dietician counsels each patient in the ward and recommends the

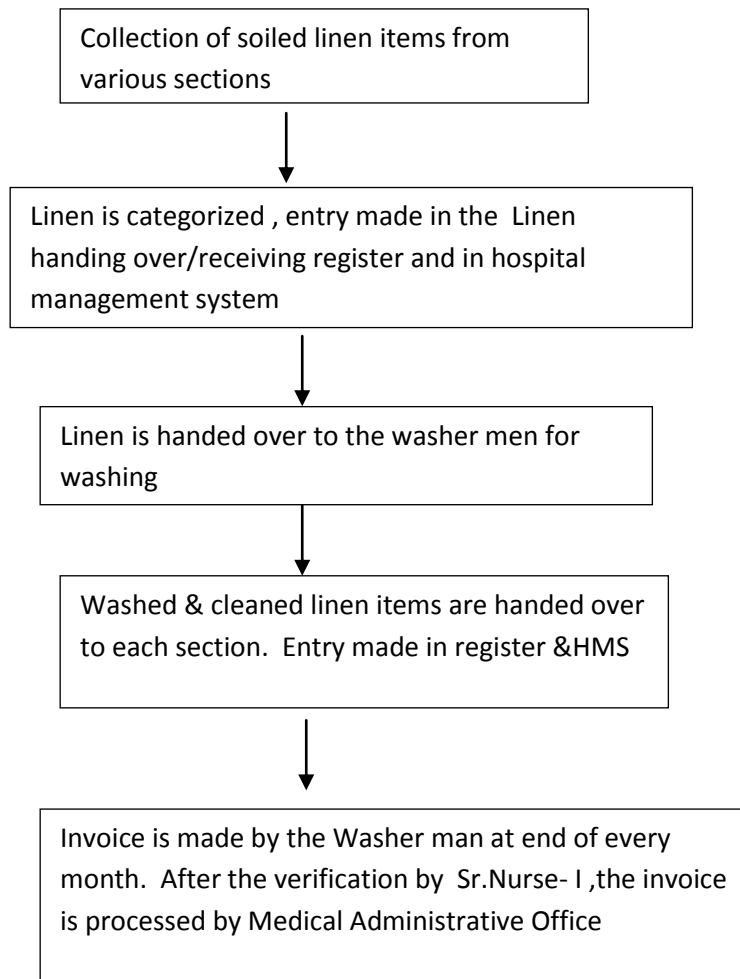


Requisition form for diet is filled by the nurse at each ward (both diabetic & non diabetic)



LINEN

- Used laundry in the hospital is received from various sections like Outpatient Department, In Patient Department, Operation Theatre, Male wards, Female wards and Casualty.
- The linen is sorted, and blood-stained dirty linen attended to separately.
- The services of a washer man have been engaged on contract basis.
- Daily washing is carried out in premises of the hospital
- Execution and billing are supervised by Senior Nurse I



RECENT ADDITIONS TO SERVICES

DISASTER MANAGEMENT CELL

- In order to respond to contingencies and disasters in an organized manner, Disaster Management Cell was created on 02.05.2019 by Chief Medical Officer.
- A Whatsapp group has been created to reach out to all members in case of an impending disaster.
- The disaster alert code 'MEDIC ON' alerts everyone to emergency.

GRIEVANCE CELL

- The Grievance Redressal Cell (GRC) was constituted on 03.05.2019 by Chief Medical Officer for the purpose of redressal of grievances of patients/staff/Stake holders of Medical department.
- Individuals may express their grievance by filling out the register situated in Registration Room.
- Notices in Tamil are put up in operational areas of the hospital informing patients about availability of Grievances Register.
- The grievances register is checked frequently by Chief Medical Officer.
- Grievance meeting is conducted at regular intervals Chief Medical Officer Chamber.

MEDICO LEGAL AUDIT

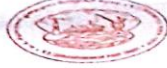
A Medico legal Audit was conducted by Shri. Samuel Abraham, Senior Legal Consultant on 21.06.2019 & 22.06.2019.

ACTIVITIES PLANNED IN NEAR FUTURE

- Sorting and storage records in keeping with the plan of Digitalization and physical custody of documents.
- Putting up Boards and signages in the Hospital premises.
- Constructing sheds for parking of four wheelers and two wheelers for visitors.
- Proposed to form a Medical Society VOC Port Trust under whose banner, continuing Medical Education programmes shall be arranged.

Emergency Referral form-Retirees&Employees

Rev. : 02 QMD / DOC / FRI



V.O.CHIDAMBARANAR PORT TRUST
MEDICAL DEPARTMENT

No. _____ Dated : _____
To _____

Sub :- Referring patients / Scanning for Recognised
Hospitals / Centres - Reg.

Sir,

I am hereby referring (I) Name : _____

(II) Age : _____ (III) Sex : _____ (IV) Relationship _____

(V) Name & Designation / Deptt. of the employee : _____

(VI) Employee No. _____ M.Card No. / E.E.No. / IP No. : _____

(VII) Basic pay of the employee : _____
a case of _____

for your expert opinion / admission / review / Scan and further line of management.

2. The approved and admissible treatment charges will be paid directly by the Port Trust as per the terms and conditions.
3. _____ accommodation may be provided.
4. The reference letter is valid for 10 days from the date of issue.
5. Escort / Ambulance Allowed.

Your faithfully,

CHIEF MEDICAL OFFICER
V.O.CHIDAMBARANAR PORT TRUST
TUTICORIN - 628 004.

Referral forms for Employee

Rev. : 0

OMD / DOC / FRI

V.O.CHIDAMBARANAR PORT TRUST**MEDICAL DEPARTMENT****DETAILS OF PATIENTS REQUIRED TO BE REFERRED TO OTHER INSTITUTIONS**

1. Name of the Patient :
2. Age :
3. Sex :
4. Name & Designation of the employee to whom the patients relates and Department in which he / she is working :
5. Employee No. :
6. Basic pay of the Employee :
7. Relationship of the Employee :
8. Medical Registration Card No. / E.E.No. / I.P.No. :
9. Nature of Illness :
10. To whom the case is referred :
11. Nature of scan and part of body to be scanned :
12. Name of scan centre :

VOCPT / Medical

Case History :


Submitted to CMO for approval please

DEPUTY CHIEF MEDICAL OFFICER
TUTICORIN PORT TRUST HOSPITAL
TUTICORIN - 628 004

CMO

Referral forms for Retirees

RETIRED EMPLOYEES



**V.O.CHIDAMBARANAR PORT TRUST
MEDICAL DEPARTMENT**

REFERENCE FOR RETIRED EMPLOYEE / SPOUSE

1. Name of Patient :
2. Age :
3. Sex :
4. Name of Retired Employee :
to whom the patient relates
5. R.E. Card No. :
6. I.P.No. :
7. Nature of illness :
8. Name of Hospital to which :
the patient is referred
9. Name of the Scan Centre :
10. Nature of scan and part of :
body to be scanned

CASE HISTROY :

Signature of Duty Doctor / Specialist

Submitted to CMO for approval.

CMO

DEPUTY CHIEF MEDICAL OFFICER
TUNICORIN PORT TRUST HOSPITAL
TUNICORIN - 626 019

ANNEXURE –A

DECLARATION

I hereby declare that the details of my family as defined in the CS(MA) Rules 1944 and the offers issued there under are as follows. Further sons suffering from any permanent disability of any kind (Physical & Mental) shall be specially mentioned in the declaration form

Sl.No	Name	Relationship of the Govt. Servant	Date of Sex Birth/Age	Identification Marks

1. I declare that the sons aged mentioned above are below 25 years of age.
2. I also declare that the information furnished above is true to the best of my knowledge and belief.
3. I declare that my parents/Children/Step Children are wholly/mainly dependent upon me and their total maximum monthly income is with Rs.500/- p.m. and also do not exceed my pay plus. D.A (Where applicable)
4. I also undertake to intimate any change in the membership of my family within 15 days of their occurrence such as employment/marriage of dependent vide sanction 512 of CS (MA) Rules.
5. Also certified that my parents are normally residing with me.

Signature:-

Resident Address:-

Name:

Medical facilities now availing at Hospital/Dispensary

Department/E.No:

**V.O.C. PORT TRUST
MEDICAL DEPARTMENT**

Declaration form for Medical Identity Card

Employee/Officer

Spouse

- 1. Name
 - 2. Age
 - 3. Date of birth
- Dependents

- 1. Name
- 2. Age
- 3. Date of birth

- 1. Name
- 2. Age
- 3. Date of birth

- 1. Name
- 2. Age
- 3. Date of birth

- 1. Name
- 2. Age
- 3. Date of birth

- 1. Name
- 2. Age
- 3. Date of birth

No.1423



TUTICORIN PORT TRUST
TUTICORIN - 628 004.

MEDICAL IDENTITY CARD

Name

Designation

Department

Employee No

Signature/LTI
of Employee

Signature of HOD
With Seal.

Date :

Note : Additions / Deletions to be brought to the notice of the concerned HOD. Loss of Card also should be reported promptly.

**APPLICATION FORM FOR JOINING THE
V.O. CHIDAMBARANAR PORT TRUST EMPLOYEES
(CONTRIBUTORY OUT- DOOR AND IN- DOOR
MEDICAL BENEFIT AFTER RETIREMENT)
REGULATIONS, 1996.**

Affix Single/Joint Photo

1	Name of the Retire/ Deceased Employee (In Block Letters)			
2	a) Designation & Class of Post			
	b) Staff No /P.P.O.No			
	c) Department			
3	Date (i) Appointment			
	(ii) Retirement / Death			
4	Last Pay Drawn	Rs.		
5	Name of the Surviving Wife/ Husband			
	Name	Relation	Date of Birth	Present Age
	(i)			
	(ii)			
6	Name of the Applicant			
7	Permanent Address			

(Signature of the Applicant)

"I have personally verified the contents of the application with reference to the records available with this Department and it is certified that the Applicants is eligible for the benefit under the V.O.Chidambaranar Port Employees (Contributory Out - door and In - door Medical Benefit after retirement) Regulations, 1996."

HEAD OF DEPARTMENT

To
THE CHIEF MEDICAL OFFICER / VOCPT

V.O. CHIDAMBARANAR PORT TRUST EMPLOYEES (CONTRIBUTORY OUT -DOOR AND IN - DOOR MEDICAL BENEFIT AFTER RETIREMENT) REGULATIONS, 1996:

IDENTITY CARD NO

1	Name of the Retire / Deceased Employee	
2	Name of the Surviving Wife / Husband	
3	Designation on the date of Retirement with Name of Department and Staff No / P.P.O.No	
4	Date of Retirement / Death	
5	Last Pay Drawn	RS.
6	Rate of Contribution	
7	Marks of Identification - Self	i)
		ii)
	Wife	i)
		ii)
8	Particulars of Payment	
	i)	
	ii)	
	iii)	
9	Signature of Retired Employee / Applicant	
10	Signature of Head of the Department with Rubber Stamp	

DECLARATION TO BE FILLED IN AT THE TIME OF JOINING THE TUTICORIN PORT TRUST EMPLOYEES (CONTRIBUTORY OUT -DOOR AND IN - DOOR MEDICAL BENEFIT AFTER RETIREMENT) REGULATIONS, 1996 AND THEREAFTER ON 1ST APRIL OF EVERY YEAR :

FOR PENSIONERS:

I, the Undersigned
Wife/Husband of Staff No.....
Designation.....of.....Department
retired from the Service of the Board with effect from.....do
hereby declare that I am / I am not employed in any Public or Private Sector
Undertaking and I am not covered by any Medical Benefit Scheme by such
Employer.

FOR FAMILY PENSIONERS

I, the Undersigned
Wife/Husband of (late)..... Staff No.....
Designation.....of.....Department.....
.....expired during the service of Board on.....do
hereby declare that I am / I am not employed in any Public or Private Sector
Undertaking and I am not covered by any Medical Benefit Scheme by such
Employer.

I .D. Card No Issued by.....

SIGNATURE



No. 2244

V.O.CHIDAMBARANAR PORT TRUST
TUTICORIN - 628 004.

MEDICAL IDENTITY CARD
FOR RETIRED EMPLOYEES

Name _____

Wife / Husband Name _____

Designation _____

Department _____

P.P.O. No. _____

Date of Retirement _____

Last Pay Drawn _____

Rate of Contribution
(Pension before commutation) _____

