



कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



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37/ESIC/MHB/ADMN/AB-PMJAY

03-12-2024

## CIRCULAR

### SOP for Admission AB-PMJAY Patients at ESIC MHB Outside of OPD Timings

1. In the event of unavailability of services/equipment, advise the patient to seek admission at another hospital.
2. If services/equipment are available, admit the patient and follow the given steps to register on the AB-PMJAY portal.
3. Consult the relevant specialist for guidance via phone until they arrive.
4. Ensure that the patient is not kept waiting in the corridor or premises for the doctor's arrival.
5. In case of emergency call +91 8128556761 or +91 9157498218 for telephonic registration in the Gujarat region. Provide the patient's name as per the PMJAY ID, mobile number, hospital name (ESIC Model Hospital Bapunagar), procedure code, treating doctor's name, and mobile number. Note the telephonic registration number provided during the call.

### Guidelines for Doctors, Nursing Staff, and Para-Medical Staff Regarding AB-PMJAY Patients

1. Ensure that basic details such as name, age, sex, and PMJAY ID are properly recorded on OPD sheets, indoor case papers, Nursing Admission Assessments, Admission Forms, Treatment Sheets, Discharge Summaries, Investigation Reports, X-ray films, Death Reports, and Death Summaries. Match these details with the PMJAY ID or PMJAY OPD registration slip to avoid rejection of PMJAY claims. These basic details should be mentioned on every treatment sheet. Always use the DD-MM-YYYY format for dates.
2. Send stable patients with their relatives to Room No. 19 before and after

admission with their files, PMJAY ID, Aadhaar card, and other relevant documents for patient registration (bio-auth) and pre-authorization.

3. All patient admission documents should be issued offline from the casualty case counter.

4. Ward in-charges should direct the patient's relatives to Room No. 19 for uploading relevant files for claim enhancement whenever informed.

5. During discharge, send the patient with their relative to Room No. 19 for further discharge procedures and bio-auth.

6. Always capture pre-op and post-op photos in surgical cases.

7. All documents should bear signatures, and important documents should also have the stamp of the concerned doctor.

8. All investigation procedures, such as x-rays, blood reports, and sonography, should be conducted offline as online services are currently unavailable.

9. Always capture photos of implants used as well as photos of their enclosures (boxes). Also, preserve the boxes of the implants used.

#### 10. Patient registration steps:

1. Open <https://tms.pmjay.gov.in/OneTMS/loginnew.htm>
2. Enter **login credentials** of Mithra User ID. i.e. GU0017752 and proceed to login.
3. Click on **Registration** -> **PMJAY registration** -> Enter **PMJAY ID** number (ID Type will be fetched automatically).
4. Click on **retrieve**
5. Verify the patient details
6. Click on **checkbox** "If Card and Communication Address are Same", if not same then input the address without any special character
7. Enter **pincode**
8. Select relationship in "**Mobile number belongs to**"
9. Enter **mobile number**
10. Selected **date of registration**. Backdated entry can be done in case registration not done on actual date of admission due to some reason e.g. server issue, patient not in state of biometric authentication.
11. Click on the mandatory checkbox : "**I consent to share my Personally Identifiable Information (PII) including health data with National Health Authority (NHA) in order to avail services under Pradhan Mantri Jan Arogya Yojana (PM-JAY). I understand that my Personally Identifiable Information (PII) including health data `will be securely stored with NHA on permanent retention period. I have been duly informed that my information as stated above will be**

**shared with NHA empaneled hospitals, Insurance Agencies (ISAs) and State Health Agencies (SHA) for PM-JAY operations. I agree to receive feedback/survey calls & SMS on the number shared, made by third party on behalf of NHA.”**

12. Click on **verify and register**.
13. Select **“Fingerprint Authentication”**.
14. Capture the fingerprint of the patient. 3 attempts are provided for the same if captured successfully.

This issues with the approval of MS(I/C) on Note No. 4 of File No. 37/ESIC/MHB/ADMN/AB-PMJAY.

**Nodal Officer(AB-PMJAY)**

**ESIC MHB**

**Copy to:**

**Admin Branch, ESIC MHB, Ahmedabad**

**Casualty Department, ESIC MHB, Ahmedabad**