

A. Guidelines for preparing Medical bill data (in Excel format) for submitting to NFC

- i. Please write Folder Number (generated as logic explained on Folder No sheet of this book) on Physical file.
- ii. The excel work book (file) name should be above folder number (Ex: IP24018100110.xls).
- iii. UMR (Unique Medical Record) Number is Unique Number of Patient at Hospital.
- iv. Date shall be in YYYYMMDD format & Time shall be in HH24:MI hrs format.
- v. Rate, Discount and Amount shall be in INR.
- vi. Discount amount shall not be in Percentage.
- vii. Admission and Discharge dates are applicable for IP(In Patient) only.
- viii. One folder can contain a maximum of 15 bill bunches (in case of OP) and 50 bill bunches (in case of IP).
- ix. Multiple sheets are not required now, for each Bill Bunch.
- x. Folder No, Bunch No, CHSS No, Beneficiary name and Claimed amount in **Summary** sheet are mandatory.
- xi. **Details** sheet
 - a. In Column Tariff Type please mention the tariff code given is from CHSS/CGHS/Hospital.
 - b. CHSS Tariff code is mandatory for all items except **PHARMACY, PHARMACY Returns** and **OTHERS**.
 - c. Folder No, Bunch No are also mandatory for each row.
 - d. Items like totals and Sub totals shall not be present in **Details** sheet
- xii. All breakup details of above summary charges/details shall be listed in the separate sheet (in single sheet with name **Details**) for all bunches.
- xiii. There will be only 3 sheets in excel work book, namely **Folder No, Summary and Details**.
- xiv. Summary sheet contains one corresponding to each bill bunch.
- xv. Write ' PHARMACY' as tariff code for all pharmacy Items
- xvi. For other Items (where CHSS Tariff code is not available), type 'OTHERS' as tariff code and should fill reference column (with source details of this rate).

B. Where to send?

- i. Excel formats are to be mailed to apochss@nfc.gov.in and physical copied are to be submitted as per previous procedure.
- ii. Clarifications with respect to excel formats may be sent to gsrao@nfc.gov.in/seshu@nfc.gov.in with a copy to apochss@nfc.gov.in