

**BSBY PHASE-2: ONLINE HOSPITAL EMPANELMENT FORM
LIST OF MANDATORY DOCUMENTS TO BE UPLOADED**

S.N.	Document Name in Form	Description of document	Remark
1	Application Form/Parameter Form	Application Form dully filled and signed by authorized person of the legal entity.	Upload signed parameter form provided on website.
2	Ownership of the hospital	Ownership of the hospital:- Individual/Partnership/Company/Society/Trust/Others with supporting documents such as in case of consortium, letter of association/memorandum of understanding signed by all members. Legal authorization where application is made on behalf of company, trust etc. In case of partnership, a copy of partnership agreement duly attested by competent authority.	
3	Profit & Loss Account of the hospital certified by C.A	Profit & Loss Account of the hospital certified by C.A., indicating the annual turnover for relevant financial year (not annualized) and it should not include Pharmacy income, student fees, Rental income like cycle/Scooter Stand, Canteen income etc.	
4	Copy of the agreement authorizing no. of beds	Copy of the agreement executed with authorized agency of Rajasthan Pollution Control Board for determining the number of beds	
5	Details of Specialist consultants	Details of Specialist consultants employed at the Hospital with their qualifications, experience and registration with medical council. The list should be annexed in terms of name of specialists, specialty, PG, Qualification, Experience and Reg. No. of RMC with date.	Upload signed parameter form
6	Affidavit 1	An affidavit that the availability of Emergency Medical Services/Vaccination facility/Central Sterile Supply Department/Security Services.	
7	Affidavit 2	An affidavit that applicant has followed norms prescribed by BARC for prevention of Radiation along with AERB registration of the machine.	
8	Affidavit 3	Affidavit for No Prosecution for Negligence or Violation of Acts of Central and State Government or Professional Medical Ethics	

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S.N.	Document Name in Form	Description of document	Remark
		Regulations.	
9	Fire safety certificate	Fire safety certificate issued by Municipal Body.	
10	Agreement of Pollution control for Hospital waste disposal system.	Agreement of the authorized agency of Rajasthan Pollution control Board for Hospital waste disposal system.	
11	List of equipment and other accessories.	List of equipment and other accessories as defined in parameter form	Upload signed parameter form provided on website.
12	Declaration 1	Declaration of the owner that he / she will accept the norms and standards of Medical care to be provided under the scheme.	
13	Beded Hospital	Total Number of beds in hospitals to be declared by hospital along with individual details of beds category – general ward, ICU, Emergency beds, Day care beds, etc.	Upload signed parameter form
14	Separate Male/Female ward	Declaration of separate wards for male and Female patients in the hospital.	
15	Diagnostic Centre/ Pathological Lab.	Diagnostic Centre/ Pathological Lab and its proper record keeping.	Upload signed parameter form
16	Doctors and Nursing Qualification	Doctors and Nurses Qualification Certificates as per parameter form.	Upload signed parameter form
17	Swasthya margdarshak Desk	Swasthya Marg Darshak Desk details like availability of biometric system, printer, scanner, computer, 1MBPS broadband, web cam as per guidelines.	Upload signed parameter form
18	Separate O.T.	Details about availability of separate Operation Theatre(s) in hospital.	Upload signed parameter form
19	Anaesthetist Facility	Declaration about availability of Anaesthetist Facility (full time/on call) in hospital.	
20	Blood Bank Facility	Details about availability of blood bank/blood transfusion facility in the hospital	Upload signed parameter form
21	Bank Details	Cancelled cheque of hospital bank account to be uploaded.	

Note: 1. If any field is not applicable then hospital must declare “Not Applicable” as all fields are mandatory in the empanelment form.

2. MoU/ agreement, Fire Safety certificate and Bio medical waste management certificate, are to be produced offline to insurance co. when asked for.