



**Dr. RATHAN KELKAR IAS**  
**EXECUTIVE DIRECTOR**  
**STATE HEALTH AGENCY (SHA)**  
 Health & Family Welfare Department  
 Government of Kerala  
**No. 58/2020/HNQA/SHA**



**Date : 25/06/2020**

To

Superintendents, Empaneled AB PM-JAY-KASP Public Hospitals

Dear Madam/Sir,

**Sub: SHA Kerala - Addition of patients to already enrolled families through Beneficiary Identification Software (BIS) to AB PM-JAY-KASP Scheme.**

As per the NHA guidelines enrollment of the beneficiary (AB-PMJAY BIS registration) is the responsibility of the counter staff (Ayushman mitra) of the empanelled hospital. In Kerala, enrollment of at least one member of the eligible family is already completed. Now if any eligible member of already enrolled family needs treatment and she/he approaches the hospital, the counter staff of the respective hospital has to register her/him.

Moreover, as per the agreement between the State Health Agency (SHA) and the EHCP, Annexure 4, the beneficiary member of already registered AB PM-JAY-KASP family, who has not registered under the scheme and if she/he approaches the hospital for treatment, the Ayushman mitra has to register her/him into the scheme by adding to the already registered KASP family unit.

In this scenario the counter staff of all the hospitals needs to be trained for BIS registration to overcome the emergency situation that may arise. So you are requested to ensure the same and get all the concerned staff trained for addition of eligible beneficiaries. The necessary training will be provided by the State Health Agency and please coordinate with the SHA for the same. It is requested to assign a counter specially for BIS purpose especially in Medical Colleges, District Hospitals to handle the process without hindrance and delay to the beneficiaries in getting the scheme benefits.

Yours faithfully

Executive Director, SHA

*[Handwritten Signature]*  
 25/6/2020

Enclosed- Copy of the Annexure-4 of hospital agreement.

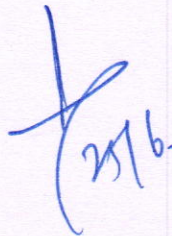




#### **Annex 4: Ayushman Mitra Under AB PM-JAY-KASP**

Ayushman Mitra (AM) will need to be hired by EHCP for managing the help desk. This help desk will need to be set up exclusively for KASP. Indicative role of AM is as follows:

- a. Receive beneficiary at the EHCP
- b. Guide beneficiary regarding AB PM-JAY-KASP and process to be followed in the EHCP for taking the treatment
- c. The beneficiary member of already registered AB PM-JAY-KASP family, who has not registered under the scheme and if he/she approaches the hospital for treatment, the Ayushman Mitra has to register him/her into the scheme through Beneficiary Identification System by adding to the already registered AB PM-JAY-KASP family unit.
- d. Refer the patient to doctor for consultation
- e. Check the balance of AB PM-JAY-KASP Beneficiary family in her/ his Cover amount.
- f. Upon advice of the doctor admit the patient in the EHCP
- g. Take the pre-authorisation as and when required as per the guidelines
- h. Enter all the relevant details of package and other information as provided by the doctor and required by the AB PM-JAY-KASP software
- i. At the time of discharge again enter all the relevant details and discharge summary in the AB PM-JAY-KASP software
- j. Carry out any other task as defined by the EHCP related to AB PM-JAY-KASP

  
25/6