

BLiSC Medical Checkup Standard Operating Procedure (SOP)

The prime beneficiaries are Permanent Faculty and Staff members:

1. Notification

- The BLiSC administration will notify you via email or designated communication channel about your upcoming medical checkup.

2. Pre-Checkup Consultation

- All BLiSC staff are required to visit the Chief Medical Officer (CMO), Dr. Dayanand, for an initial consultation.
- During this consultation, Dr. Dayanand will review your medical history (if any) and current age.
- Based on this information, Dr. Dayanand will prescribe a set of medical tests tailored to your individual needs.

3. Scheduling the Checkup

- Once you have received your prescription from Dr. Dayanand, you will need to forward a scanned copy to the BLiSC administration.
- The administration will then use this information to schedule your checkup appointment at the designated hospital for your institute:
 - NCBS - Aster Hospital
 - inStem - Baptist Hospital
 - TIGS - All staff are covered under Group Insurance Medical Coverage and TIGS does not conduct mandatory medical checkup for staff
 - CCAMP - CCAMP does not conduct mandatory medical checkups for staff.

4. Checkup Day

- Proceed to the scheduled hospital on the designated date and time for your checkup.
- You will undergo the tests prescribed by Dr. Dayanand.

5. Optional Consultant Visit (During Checkup)

- Dr. Dayanand may recommend consulting a specialist during your hospital visit.
- This consultation is optional but can be beneficial if you have any specific concerns.

6. Collecting Reports

- After completing the checkup, collect all medical reports from the hospital.
- **Note:** Radiology reports may take a few days to be finalized and may be sent to you separately.

7. Post-Checkup Consultation with CMO

- Upon receiving all your medical reports, visit the campus health center and present them to Dr. Dayanand.
- Dr. Dayanand will review your reports and provide you with personalized medical advice and prescriptions based on the findings.
- If you opted for a consultant visit during the checkup, Dr. Dayanand will also review and clear their prescription for reimbursement at this time.

8. Completion and Follow-up

- Inform the BLiSC administration that you have completed your medical checkup.
- With this, your BLiSC medical checkup for the year is complete.
- By following these guidelines, you can ensure a smooth and efficient medical checkup process.

9. Well-being

- We encourage you to maintain a healthy lifestyle throughout the year.
- This SOP ensures you receive a comprehensive medical checkup annually to monitor your well-being.

Campus Medical Emergency Standard Operating Procedure (SOP)

Prime beneficiaries - Permanent Faculty & Staff members, Contractual and Outsourcing Staff

1. Emergency Contact Numbers

- Campus Security/Reception:
 - 67176001 or 23666001
- Emergency Line: 23666666
- These numbers should be prominently displayed in all campus buildings and added to staff contacts.

2. Emergency Response Process

1. **Call for Help:** Immediately contact campus security/reception using the provided numbers. State your location, the nature of the emergency, and the patient's condition.
2. **Provide First Aid (if able):** If you are trained in first aid, provide basic care ONLY if it is safe to do so. Do not attempt anything that could further endanger yourself or the patient.
3. **Emergency Personnel Actions:** Campus security/reception will:
 - Dispatch an ambulance directly to the patient's location.
 - Notify the campus medical officer, relevant administrative staff, and academic staff (e.g., supervisor, head of department) as needed.

3. Off-Campus Transport for Emergency Treatment

- **Campus Capabilities:** Be aware that the campus does NOT have the facilities to treat major medical emergencies.
- **Ambulance Transport:** The ambulance will transport the patient to the nearest appropriate hospital for emergency treatment.

4. Hospital Support

- **Staff Accompaniment:** Depending on the situation, the campus medical officer, administrative staff, or academic staff may accompany the patient to the hospital to provide support and assistance.
- **Administrative Support:** Administrative staff will coordinate with the patient's

institute (NCBS/inStem/TIGS/CCAMP) regarding emergency costs and hospitalization arrangements, ensuring compliance with institute-specific policies.

5. Post-Emergency Follow-Up

- **Communication:** Administrative staff will maintain communication with the patient (or family, if appropriate) and the relevant institute to provide updates and support.
- **Incident Review:** After the emergency, a review will be conducted to identify any areas for improvement in the emergency response process.

Important Notes:

- **Training:** Campus staff are encouraged to undergo basic first aid and CPR training.
- **Institute-Specific Policies:** Staff should familiarize themselves with the emergency cost coverage and hospitalization policies of their respective institutes (NCBS/inStem/TIGS/CCAMP).

Remember: In a medical emergency, prompt action is critical. By following this SOP, we can ensure that campus staff receive necessary care in a timely and efficient manner.

Medical Referral to External Doctors or physiotherapists - Standard Operating Procedure (SOP)

Purpose: To outline the process for obtaining medical referrals to external doctors for campus staff, ensuring clarity regarding coverage and reimbursement procedures.

1. Consultation with Campus CMO

- If you have a medical condition requiring specialist care, schedule an appointment with the campus Chief Medical Officer (CMO), Dr. Dayanand.
- Discuss your condition with the CMO. They will determine if a referral to an external specialist is necessary and recommend the appropriate doctor/facility.
- Obtain a written referral letter from the CMO, outlining the reason for referral and the recommended specialist (empanelled).

2. Administrative Consultation

- Consult your institute's administrative officer to discuss the potential costs of the referral and determine the permissible coverage under your institute's medical scheme.
- Contact details:
 - NCBS: Ms.Vidhyalakshmi/Mr. Nagaraj
 - inStem: Mr. Anup Kumar
 - TIGS: Mr. Naveen Puttaiah
 - C-CAMP: Wg Cdr K F James (Retd)

3. Appointment with External Doctor

- Schedule an appointment with the referred specialist (empanelled).
- Present the CMO's referral letter during your consultation.

4. Reimbursement Process

- Collect all original bills and receipts related to the consultation, diagnostic tests, and/or prescribed medications.
- Submit these documents to your institute's administrative officer (as listed in Step 2).
- The administrative officer will review the claim and determine the permissible

reimbursement amount based on your institute's policies.

Important Notes:

- Reimbursement amounts may vary between institutes (NCBS, inStem, TIGS, C-CAMP). Familiarize yourself with your institute's specific medical coverage policy.
- Be sure to collect all required documentation (referral letter, bills, receipts) for timely processing of your reimbursement claim.

By following this SOP, you can ensure a smooth and transparent process when seeking medical care from external specialists.