

**MOU draft (To be finalized / Scope of services & payments**

**This Agreement is made on the date ..... 2024 .....**

**By and between**

- 1) Name of Hospital with full address & name & designation of signing Authority  
And**
- 2) H&T Medclaim and Health Care Management Consultancy a proprietorship firm whoseregistered office is at GL-104, Sai Enclave Dwarikapuri ,Gwalior, (Madhya Pradesh) -474001 and is represented by its proprietor Hirdesh Tiwari (R/O J-577 Darpan colony Thatipur, Morar, Gwalior, M.P )**

**A- SCOPE OF SERVICES-**

- 1) Dedicated H&T Portal for hospital- login ID & password will be provided to associate hospital. After accessing to this portal hospital will be able to see their empanelment status, No. of cashless cases, Total revenue generated through cashless cases, NEFT Details ( Month wise) etc.**
- 2) Complete empanelment process- Get empanelled the hospital with various insurance companies & TPAS. For this we will coordinate with TPAS on the behalf of hospital and for empanelment process all documents will be prepared by us.**
- 3) Filing work- After completing empanelment process filling also will be done by us. A file will contain of agreed tariff (Between hospital and insurance company or TPA), sealed and signed MOU (most probably first and last page) and all other documents also.**

## **B- Complete cashless coordination in term of**

- 1) Patient or attendant counseling's ( Telephonically)**
- 2) Preauth form and other documents will be sent by us to insurance company or TPA.**
- 3) If query is generated, reply of query (with the coordination of consultant or Dr. in charge) will be given by us**
  
- 4) Initial approval from TPA will be taken by us and same will be informed to patient and consultant also**
  
- 5) Coordination with patient as well as Dr. in charge also.**
  
- 6)Process for the final approval**
  
- 7) Sending or get sent all documents (through courier/ uploading at portal ) to relevant insurance company or TPA**
  
- 8) Follow up for NEFT, try to get done NEFT as early as possible**

**C-Coordination with Accounts department- on the monthly basis we will prepare a sheet for account department, in which all cashless patient details will be given. If NEFT has been done NEFT details along with TDS amount will also be given.**

## **D- Payment mode (For above mentioned services)**

- 1) Will be decided after receiving documents & after telephonic discussion or after virtual or physical meeting**

**By the 8 or 10<sup>th</sup> of every month hospital will clear consultancy payment.**

**Date of commencement- .....2024**

**Signed by- Sign..... on behalf of**

**H&T MEDICLAIM & HEALTHCARE MANAGEMENT CONSULTANCY)**

**Address- GL-104, Sai Enclave, Dwarikapuri, Gwalior (M.P)**

**Phone- 7974682713, 9109371038(whatsapp No.)**

**Signed by – Dr..... Sign.....**

**For- .....**

**Address-..... Gwalior (M.P)**

**Phone-.....**