

**KHYBER MEDICAL UNIVERSITY
EMPLOYEES MEDICAL ATTENDANCE
RULES, 2017**



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In pursuance of the provision contained and Section-31(1) & (2) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016, the Syndicate of the University has approved the following Rules:

1. **Short Title, Commencement and Application:** (i) These rules may be called “the Khyber Medical University Employees Medical Attendance Rules, 2017; (ii) These rules shall come in to force with immediate effect. (iii) These rules shall be applicable to all University employees, whether on duty, on leave or under suspension. (iv) These Rules shall apply to all University employees in Regular Service, full time & Tenure Track employed persons and those are declared eligible as such. (v) These rules shall not apply in case of Contingent paid staff or Contract Employees

2. **Definitions:** - In these rules, unless there is anything repugnant in the subject or context:-

- (a) “**Authorized Medical Attendant**” means attending doctor, registered medical practitioner(s), whether employee of health services of the Provincial Government / Federal Government, or of an autonomous body or of a private health care facility or university’s own health care provider.
- (b) “**Family**” means wife(wives)/ husband, son(s), daughter(s) and parents of a University employee wholly dependent upon him/her duly notified and approved.
- (c) “**Government**” means the Government of Khyber Pakhtunkhwa
- (d) “**Hospital**” means a Government hospital or a hospital maintained by a local authority and any other hospital(s) with which arrangements have been made by University for the treatment of its employees as given in the attached schedule which may be amended from time to time by the Vice Chancellor.
- (e) “**Medical Attendance**” means an attendance in a hospital or at the residence of the University employee, including all sorts of clinical procedures and tests for the purposes of diagnosis or treatment as considered necessary by the Authorized Medical Attendant; and such consultation with a Specialist(s) as recommended by Authorized Medical Attendant and further necessary treatment advised by the Specialist(s);
- (f) “**Patient**” means a University employee or his / her family to whom these rules apply and who has / have fallen ill.
- (g) “**Treatment**” means the use of all medical and surgical facilities / procedures, therapeutic agents, biological agents, vaccines, sera and auxiliary medical aids as advised by the Authorised Medical Attendant / specialist(s), including; -
 - (i) Hospital accommodation in accordance with his / her status; and
 - a. BPS 1 – 15
 - i. General ward in Government hospitals;
 - ii. Available facility In private Hospital / Health Care institutions if proceeded through prescribed procedure

under these rules;

b. 16 and above Private room;

(ii) The specialist consultation described in clause (e); but does not include diet.

(h) ***“Laboratory” means a laboratory of the hospitals in 2 (d) in case of indoor patients, in case of outdoor the City Medical Labs, Labs of Government Hospitals/institutions, Rehman Medical Institute Labs, Aga Khan Clinical Labs, Shifa International Hospital Labs and Shoukat Khanum Cancer Hospital Labs on the recommendations of the relevant Consultant/Specialist.***

(i) **Home Treatment after Hospitalization:**

(a) At the time of discharge from the hospital the original prescription advised by the Medial Officer for home treatment shall also be allowed for a maximum period of 01 month.

(b) In case of Hepatitis, Cancer, Aids, Heart and Renal Diseases, Psychiatric and Epileptic cases where indoor treatment is not required, reimbursement of treatment at home will be allowed on the recommendation of Authorized medical attendant.

(c) Patient of Hepatitis (B&C) would be required to have Polymerized Chain Reaction (PCR) test done after every three months to ensure that injections are being administered regularly on the recommendations of concerned Physician/Surgeon/Consultant..

(d) These Rules shall only apply to the University employees in Regular Service and Tenure Track employed persons. However, these rules shall not apply to the contingent paid staff.

3. (i) A University employee shall be entitled to free-of-charge medical attendance by the Authorized Medical Attendant of the University’s own Primary Health Care Centre.

(ii). If the Authorized Medical Attendant is of the opinion that the case of a patient is of a serious or special nature so as to require medical attendance of a specialist, he may, send the patient to the nearest specialist as provided in clause (e) of Rule 2 or a hospital, by whom, in his opinion, medical attendance or treatment is required for the patient.

(iii) A University employee shall be entitled for reimbursement of any amount paid by him on account of his / her medical attendance by a specialist or treatment in a hospital under the provision of sub-rule (2) on production of a certificate in writing by the Authorized Medical Attendant in this behalf. Before claiming reimbursement he should obtain from the specialist or hospital authority, as the case may be, a copy, if possible of the printed tariff of the hospital, a bill in full detail and also a duly signed receipts in token of having made the payment, and present them to the Head of his / her Department. The head shall check the bill

with the tariff, if provided so, and after obtaining the sanction of the Competent Authority, if necessary, make the amount payable on a Contingent Bill for which the hospital bill and the receipt will form the vouchers. The amount shall then be disbursed to the University employee.

- (iv) The Head of the Section/Department/Institute or such officers to whom such powers are delegated by the relevant competent authority, shall be competent to order reimbursement under sub-rule (3) of an amount not exceeding Rs. 5000/- in each case.
4.
 - (i) If the authorized medical attendant is of opinion that a University employee cannot be given treatment due to the absence or remoteness of a suitable hospital or to the nature of the illness, the University employee may receive treatment at his / her residence.
 - (ii) A University employee receiving treatment at his / her residence under sub-rule (1) shall be entitled to receive towards the cost of such treatment incurred by him, a sum equivalent to the cost of such treatment that he / she would have been entitled for reimbursement, to receive under these rules if he / she had not been treated at his / her residence.
 - (iii) Claims for sums admissible under sub-rule (2) shall be accompanied by a certificate in writing by the Authorized Medical Attendant stating.
 - (a) Reasons for the opinion referred to in sub-rule (1);
 - (b) The cost of similar treatment referred to in sub-rule (2).
 - (iv) Hospitalization shall be allowed in the first instance in the hospitals specified at rule 2 (d), treatment can be sought for in other hospitals in the province. If the treatment is not available in the province, hospitalization can be had in any other province of the country subject to the prior permission of the university authorities. A certificate to the effect of non availability of the facilities shall have to be obtained from the local hospital lacking the facility.
5.
 - (i) The reimbursement of charges for services rendered in connection with, but not included in, medical attendance or treatment of a patient, shall be determined by the Registrar of the University and shall be made accordingly;
 - (ii) Any dispute as to whether any service is included in medical attendance and treatment or not shall be referred to the Registrar whose decision shall be final.
6. The family of a University employee shall be entitled to free medical attendance by the Authorized Medical Attendant and reimbursement of charges incurred on treatment, at the scale allowed to the University employee, at a hospital at which the University employee is entitled to receive the treatment.
7. If an employee of the University received any medical attendance or treatment, on payment, in case of emergency, in a hospital other than those mentioned in the schedule attached to these rules, he / she shall be entitled for reimbursement of such payment subject to the provision of suitable proof along with bill(s) duly countersigned by the relevant authority of the hospital concerned and with the certificate of concerned consultant that the amount payable does not exceed the expenses if the same medical

- attendance or treatment would have been rendered by the Authorized Medical Attendant or hospital(s).
8. These rules shall also apply to retired University employees subject to the following conditions.
 - (i) Only indoor treatment expenses shall be reimbursed;
 - (ii) Relief shall be limited to the retired University employee and his / her spouse and minor children only.
 9. Class-IV University employees and their families shall, ordinarily, be entitled for reimbursement of medical, surgical and nursing treatment as in-patient in a general ward provided they produce a certificate to this effect from the Authorized Medical Attendant.
 10. In case of emergency, the employee shall be granted advance as per his/her request positively, within 03 days time if the approximate charges to be incurred are more than fifty thousand rupees.
 11. University Syndicate may relax any provisions of these rules in case of special hardships or circumstances.

SCHEDULE

[Rule 2(d)]

S.#	NAME OF THE HOSPITAL
1.	<i>Combined Military Hospitals (CMH)</i>
2.	<i>Rahman Medical Institute(RMI) (For Cardiac Treatment & Surgery)</i>
3.	<i>North West General Hospital & Research Centre, Peshawar (Emergency/ICU)</i>
4.	<i>Shifa International Hospital Islamabad (For Cancer & Cardiac Treatment & Surgery)</i>
5.	<i>Armed Forces Institute of Cardiology (AFIC), Rawalpindi (For Cardiac Treatment & Surgery)</i>
6.	<i>Kalsoom Maternity Home, Peshawar</i>
7.	<i>Health Care Center, Peshawar</i>
8.	<i>Shoukat Khanum Cancer Hospital, Peshawar/Lahore</i>
9.	<i>Pakistan Institute of Medical Sciences, Islamabad</i>
10.	<i>Institute of Kidney Diseases, Hayatabad Medical Complex, Peshawar</i>
11.	<i>Institute of Radiotherapy and Nuclear Medicine (IRNUM), Peshawar</i>

