OFFICE MEMO

1. As per the approval of the Vice Chancellor the newly purchased MAS ambulance, well equipped with all lifesaving items including Ventilator will be stationed at Casualty Ward under direct control of the Casualty Medical Officer (CMO), JNMCH.

2. Further, in order to ease out procedural formalities, the Vice Chancellor has approved the following Standard Operating Procedure (SOP) that shall be followed by the CMO In-charge/CMO on duty/Referring Consultant while arranging referral of MAS beneficiaries to higher Centre in emergency situation or beyond office hours:

   a) The Casualty Medical Officer In-Charge, JNMCH, will ensure that blank MAS referral forms be available at casualty in sufficient numbers.

   b) It will be the responsibility of the referring consultant to sign the referral form as soon as decision is made to refer the patient to higher Centre. One Consultant of unit concerned will come to hospital and supervise the referral procedure.

   c) Duly filled referral form signed by any Consultant of the concerned unit will be submitted at casualty reception alongwith a copy of MAS Health Booklet (if available). As soon as these formalities are completed the MAS beneficiaries may be sent to higher Centre without delay.

   d) The CMO In-charge, Casualty will arrange to send referral form and copy of MAS Health Booklet to the office of the Director, MAS on next working day to complete rest of the procedure formalities.

   e) In case the patient is referred to Hospital having Cashless Agreement with AMU, the referral letter of the Director (MAS) will be issued during office hours on next working day. However, the Director (MAS) will facilitate the admission of patient in Cashless Agreement Hospital (Telephonically/through e-mail) after getting information of such referral from CMO on duty/Referring Consultant/ Resident of the concerned unit.

   f) In case MAS beneficiary require Ambulance for transportation to the higher Centre/ Delhi, a doctor will be arranged by the referring Consultant/Chairperson of the concerned department to accompany the patient. If patient is admitted in ICU, the Teacher In-charge, ICU/ Chairperson, department of Anaesthesiology will arrange a doctor.

   g) CMO on duty/Consultant of concerned unit may contact Director (MAS) telephonically for any clarification regarding referral procedure.

3. The above mentioned Standard Operating Procedure (SOP) shall come into immediate effect.

    [Signature]

    (Faisal Waris)
    Assistant Registrar
    Pro Vice-Chancellor Secretariat

    P.T.O.