

EMPANELMENT CRITERIA& GUIDELINES FOR DENTAL HOSPITAL UNDER EHF SCHEME – CODE NO: S-18

I. Dental Hospital (NWH) Requirements:

1. **A Dental Hospital** constitutes of **5 Dental chairs** for treatment procedures and 2 beds in recovery room, if OT and post op services are in tie-up and 4 beds of OT and post op services are in house. Covering all **OP & IP Dental procedures** listed under EHF scheme.
2. **Dental Hospital** should be in suitable location with desirable parking place.
3. Hospital type should be mentioned. Govt. /Private(Dental Hospital). In addition, a Dental hospital shall have in-house or tie-up OT facilities as per the standard OT protocol, with Post-Operative care and Private & Semi private rooms. If Dental hospital is having in-house OT, Emergency services should be provided for 24hrs.
4. Mention the year of establishment of Dental Hospital. Minimum 1 year of establishment is mandatory with maintenance of performance records of 6 months.
5. Approximate Area required for Dental Hospital–2000 sft.
6. Dental Hospital should display respective hospital working timings on the display board outside the building.
Dental Hospital should display the Specialists Names, their contact numbers & their timings on the display board in the Hospital.
Dental Hospital should display Emergency telephone number which is available for 24 hours in case of Dental emergency cases & dental post-operative emergencies.
7. Dental Hospital should provide place for kiosk near reception.
8. The following Clear Documents should be submitted at the time of applying for Empanelment under EHS.(Clear Document means which is scanned properly with concerned authority signature,date and official seal visible on the computer screen.

II. Required Documents:

S.No	* Mandatory Documents	Issuing Authority
1	Building plan approval	Municipal commissioner/ Executive officer Panchayat. (Document with signature, official seal & date to be submitted.)
2	Standard architectural design	Municipal commissioner/ Executive officer Panchayat. (Document with signature, official seal & date to be submitted.)
3	Fire Department Clearance certificate -	Fire Services Authority.(Document with signature, official seal & date to be submitted.)
4	APMCE Registration	District Medical and Health Officer. (Document with signature, official seal & date to be submitted.)
5	Pharmacy License	Director Drug Control Administration (DCA). (Document with signature, official seal & date to be submitted.)
6	Pollution Control Board Certificate	Pollution Control Board. (Document with signature, official seal & date to be submitted.)
7	Bio safety measures as per standard norms	Pollution Control Board. (Document with signature, official seal & date to be submitted.)
8	Bio Medical wastage Disposal Certificate	Govt / Pvt Agency. (Document with signature, official seal & date to be submitted.)
9	Ambulance Registration Certificate	Regional Transport Authority. (Document with signature, official seal & date to be submitted.)
10	Ambulance Insurance Certificate	Insurance Company. (Document with signature, official seal & date to be submitted.)
11	Occupancy certificate (After 2009 mandatory)	Municipal commissioner/ Executive officer Panchayat. (Document with signature, official seal & date to be submitted.)
12	Blood bank- own/tie-up with license number	DCA- Drug Control Administration. (Document with signature, official seal & date to be submitted.)

III. Desirable Documents:

S.No	Desirable Documents	Issuing Authority
1	License for Surgical spirit	Excise authority

IV. *Mandatory Requirement for Infrastructure:

S.NO	Infrastructure	Dental Hospital	Approx. Area in sft
1	Dental chairs	5	750
2	Bed strength If OT is in tie up	2, (2 beds in tie up with OT providing hospital)	250
	If OT is in house	4 beds in house	400
3	Reception/ office room	1	150
4	Patient waiting area	1	350
5	Pharmacy	1	100
6	Acrylic Lab-In house	1	150
	Ceramic lab tie up	1	
7	Dental Records room	1	75
8	Dental stores	1	75
9	Toilets (male and female)	2	25 each
10	Radiology (space / room) (IOPA)	1	50
	Total area (approx.)		2000 sft

To maintain norms for EH Scheme, pharmacy in-house with 50 sft space and with provision of mandatory medicines useful for dentistry only is required.

V. In-house /Tie-up Documents:

All the Tie-up documents should be submitted on Rs 100/- Bond paper

S.No	Infrastructure with Necessary equipment and manpower	Dental Hospital
1	OT Services with private and semi-private rooms with availability of medical services, attached toilets. (If in-house theatre- should be as per standard OT protocols).	In-house/Tie-up
2	Metal Ceramic Lab	In-house/Tie-up
3	Diagnostic Lab	In-house/Tie-up
4	Radiology (OPG & Other)	In-house/Tie-up
5	Ambulance Services	In-house/Tie-up
6	Biomedical waste disposal- Hire services for Annual maintenance	Tie-up

VI. Minimum Mandatory Dental Instruments:

S.NO	Instruments	Dental hospital
1	Diagnostic instruments	5 sets
2	Ultrasonic scalars	3
3	Hand scalars and curettes	5 sets
4	Filling / Restorative instruments	5 sets
5	Light cure unit	2
6	Surgical Forceps and Elevators	3 sets
7	Minor surgical instruments	1 set
8	Pedodontic instruments	1 set
9	Orthodontic instruments	1 set
10	Prosthetic instruments , equipment	2 sets
11	Soft tissue laser and Bleaching machine- DESIRABLE	1
12	Miscellaneous-cheek retractors ,tongue depressors, plastic aprons for patients etc.	5

VII. Manpower:

S.No	Personnel	Dental Hospital	Academic requirements
1	Security guard	1	10 th class
2	Receptionist	1	Graduate
3	Dental OP Hygienist	1	Qualified hygienist DCI Registered/Inter with 2 Years of Experience.
4	Person for sterilization & to help in recovery room	1	Qualified GNM
5	Dental Technician	1	Qualified Dental technician DCI Registered
6	Staff for records	1	Graduate
7	Qualified BDS doctors	3	BDS. State Dental Council Registered
8	Qualified MDS doctor	1	MDS. State Dental Council Registered
9	Oral and Maxillo-Facial Surgeon (OMFS)	1 Full time if OT is In-house/ On call if OT is Tie-up	MDS. State Dental Council Registered
10	Allopathic Duty Medical Officer	1 (on call)	MBBS. State Medical Council Registered
11	Radiologist (MDS - Oral Medicine & Radiology)	1 (On call)	MDS. State Dental Council Registered
12	Anaesthetist	1 Anaesthetist is On call for dental	DA/MD State Medical Council Registered

		hospitals with in-house OT facilities & postop.	
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VIII. MEDCO& roles:

1. A full time working doctor (BDS/MDS) of respective hospital may be assigned the role of MEDCO for that hospital for regular correspondence with AHCT.
2. Once registration done by Aarogyamithra, MEDCO facilitates the treatment by guiding the patient to the treating doctor.
3. MEDCO uploads preauthorization and claim documents and also updates pending remarks, expert opinions, etc. Takes care of Erroneous claims.
4. Raises CR for change in MEDCO request, changes in Bank Account etc.
5. Raises CR for up gradation of clinic to hospital and vice versa.
6. MEDCO to be present in the discharge photo along with the patient and Aarogyamithra. Takes care of patient discharge & follow up treatment in cases of In-Patient Dental Procedures.
7. Raises CR for CMS (Change Management System)-i.e. if wrong photo is uploaded or if the procedure code needs to be changed in the preauthorization already raised, employee code changes etc.
8. Telephonic intimation for pre-auth approval in case of emergencies to be utilized.

IX. Reception/Office Room:

Should accommodate below listed equipment-

1. Telephone.
2. Fax Machine.
3. Computer with printer and scanner.
4. Biometric device.
5. Barcode reader.
6. Webcam.
7. Intercom.
8. Availability of Internet facility with 2 Mbps or more.
9. Chairs for office staff, patients and their attendants.
10. Display of Board showing details of services/tie-up hospitals details with contact number.

X. Miscellaneous:

1. Generator with 5 kv capacity for Dental Hospital and Generator with 15kv capacity for Dental Hospital with in-house OT facilities, Post-operative facilities and private & semi private rooms is required.
2. A/C should be provided as per the requirement of the hospital. (1.5 to 3 tons)
3. A/C should be provided in OT, Post-operative room and private rooms if are in-house.
4. Refrigerator.
5. Drinking water facility / Water cooler.

6. Tube lights.
7. Fans.
8. Wall clock.
9. Writing tables for Doctors.
10. Chairs for Doctors.
11. Chairs for Nurses and other staff.
12. Chairs for patients and their attendants in waiting room/area.
13. Wash basin for hand wash.
14. Wash area with sink for cleaning surgical instruments.
15. Foot operated dustbins.

XI. Sterilization Room:

1. Autoclave (front loaded or top loaded)
2. Hot water Sterilizer
3. Hot air Sterilizer/ Oven
4. Glass bead sterilizer
5. UV light chamber for storage of sterilized instruments.

XII. Dental Stores:

All essential dental materials for different dental procedures should be available.

1. Dental impression material.
2. Dental stone / Plaster.
3. Self-cure & Heat- cure Acrylics (pink & tooth coloured).
4. Different types of Dental waxes.
5. Dental cements.
6. Glass- ionomers.
7. Soft liner material.
8. Root canal treatment materials.
9. Light cure material.
10. Orthodontic material.
11. Bone graft material.
12. Implant materials.
13. Artificial teeth.
14. Miscellaneous- cotton, suture, etc..
15. Provide cub-boards for dental materials.

XIII. Radiology:

1. A separate room or partition with a lead screen to be used to avoid radiation hazards.
2. IOPA X-ray machine and RVG are to be in-house.
3. Lead apron, lead gloves and goggles to be used to avoid radiation.

4. X-ray view box.
5. Periodic verification of Dosimeter is required.

XIV.Recovery Room:

1. Provide 2 beds in Dental Hospital with Saline Stand, First-aid and Emergency drugs.
2. Provide BP apparatus, Stethoscope, Surgical dressing table, Torch- light, Kidney Tray and Oxygen.
3. Provide Nursing staff /GNM.
4. Provide writing table & chair for Doctor.
5. Provide chair for nursing staff.
6. Provide chair for patient's attendants.
7. Provide Dado height of 1.2 mtrs

XV. Acrylic Lab (In-house):

Should be well ventilated lab with following minimal equipment.

1. Bunsen burner.
2. Articulator.
3. Lathe machine with all attachments.
4. Lab Micromotor with hand piece.
5. Hanging motor with hand piece.
6. Denture curing flask and press.
7. Denture Trimming stones, burs & finishing and polishing tools.
8. Laboratory materials like Dental waxes, Model materials, Acrylic materials. etc.

XVI. Dental Record Room:

Should maintain

1. OP register.
2. Dental Treatment/ Procedure register.
3. Staff attendance register.
4. IP/ Surgery register. (in case of In-house theatre & Private/ semi-private rooms)
5. MLC case registers.
6. Provide racks and cub-boards to keep registers

XVII. Operation Theatre:

1. Dental hospitals can have **In- house OT** or **Tie up OT** with recognized Hospital with well-established causality, OT services and post-operative care. (Standard OT protocol to be followed both in In-house OT or in Tie-up OT and **24hrs service** should be provided).
2. If Dental Hospital has in-house operation theatre, OT should have minimum of 120 to 200 sft area.

3. OT should have A/C facility.
4. OT should have doctor's changing room, nurse's changing room and scrub area.
5. OT should have the following minimum equipment:

S.NO	OT-EQUIPMENT	QUANTITY
1	Operating Table	1
2	Autoclave- Electrical with 2-bin capacity	1
3	Shadow less lamp adjustable & mobile	1
4	Suction Apparatus- Electrical	1
5	Anaesthetics M/C (Boyles with Flotec)	1
6	Pulse Oximeter	1
7	Defibrillator	1
8	OT lights- Shadow less in ceiling	1
9	Automist (OT Fumigator)	1
10	Ventilator	1
11	Laryngoscope	1
12	Ambu resuscitation bag	1
13	Stretcher with trolley	1
14	Sterile surgical instruments and Linen in sterile bins	As per requirement
15	Adequate supply of gases including Oxygen	As per requirement
16	Emergency drugs	As per requirement
17	I.V.stand& fluids	As per requirement
18	Instruments trolley	As per requirement
19	Bio waste Management bins	As per requirement
20	Stethoscope & B.P.Apparatus	As per requirement

6. OT should have the following minimum manpower.

S.No	Personnel	OT	Academic requirements
1	Maxillo- facial Surgeon	1	MDS- DCI recognised
2	Asst.Surgeon	1	BDS/MDS- DCI recognised
3	Anaesthetist on call	1	DA/MD- MCI recognised
4	Duty doctor on call	1	MBBS- MCI recognised
5	Theatre nurse	1	GNM/BSc nursing well trained
6	Theatre boy	1	10 th class.
7	Sweeper	1	Class IV employee

7. If OT is in-house, Postoperative room with the following facilities should be available. Ventilator, Pulse Oximeter, BP Apparatus, I.V. stand, I.V. fluids, Emergency drugs.

8. One well trained staff nurse is required to recognise and manage post-operative complications.
9. If OT is tie-up, the Tie-up hospital should be **within a radius of 5 km**.
10. Tie-up hospital should have sufficient manpower and infrastructure as per requirement.
11. Tie-up hospital should have semi private and private rooms in sufficient number so as to facilitate the EHFS beneficiaries.
12. Private room with one bed and semiprivate room with 2 beds is minimum requirement with attached bathrooms.
13. Blood bank and Ambulance tie-up may be with the tie-up Hospital or Dental Hospital can have direct tie-up with blood bank and Ambulance services.
14. Preferably the tie-up hospital is empanelled with Aarogyasri.

XVIII. Biomedical Waste Management:

1. Color coded dustbins to be used for different kinds of surgical/ non-surgical disposals.
2. Services & contract agreement should be renewed yearly.

XIX. Metal Ceramic Lab (In-house/Tie-up):

If In house following equipment are **mandatory**.

1. Ceramic furnace
2. Centrifugal casting machine/ Induction casting machine
3. Burnout furnace
4. Sand blaster
5. Vacuum mix vibrator
6. Semi adjustable articulator.
7. Ultra Sonic cleaner.
8. Metal & Ceramic materials.
9. Metal & Ceramic finishing & polishing materials etc.

XX. Dental Chair with Unit:

Dental chair with spittoon, halogen light, suction apparatus, aerator, micro motor, 3 way syringe and revolving stool for operator.

XXI. Dental Implants:

In-house and trained & qualified personnel is **mandatory**. (Qualified personnel are :**MDS** in Prosthodontics, MDS in Periodontology, **MDS** in Oral & Maxillo facial surgery or a **BDS** qualified doctor **with one year Diploma Certificate in Oral Implantology** from a recognized University with past experience of completed 20 cases.

Minimal Dental implant equipment required:

1. Physiodispenser and Ratchet.
2. Surgical Implant Kit with accessories.
3. Prosthodontic Implant kit with accessories.
4. Implants to be of any standard company with FDA specifications.

XXI Financial and Bank Details:

1. Provide constitution of clinic- Public / Private / Proprietary / Partnership.
2. Provide name of the authorized signatory of the Dental clinic.
3. Provide Dental clinic PAN.
4. Provide name of the Bank of the Dental clinic.
5. Provide name of the Branch of the Bank.
6. Provide Branch code number.
7. Provide Bank account number of the Dental clinic.
8. Provide IFSC code of the Branch of the Bank.