

The B.D. Petit Parsee General Hospital

Admission / Discharge

The B. D. Petit Parsee General Hospital is a General Hospital with latest Medical Technology and equipment. We offer a comprehensive range of medical and surgical facilities for the total management of our patients. Our foremost responsibility is to provide quality care and service to our patients.

- Registration / Admission Counter is on the ground floor of Main Wing of the Hospital
 - Timing – 08.00 a.m. to 10.00 p.m. on all working days except Sundays and Holidays.
 - **Admissions outside these hours will be from Casualty**
 - Contact Registration / Admission– +91-22-6118 6080 / 6118 6081 / 2363 3641 - Ext. 6080, 6081.
 - Contact Casualty – +91-22-6118 6070 / 23633641 - Ext. 6070
 - For Admission and Booking of Bed / Room, contact Medical Superintendent on Tel. No. +91-22-6118 6040 / 23633212 - Extn. 6040, or Administrative Medical Officer Tel. No. +91-22-6118 6027 / 23633212 - Extn. 6027
 - Confirmation of bed / room one day prior to admission.
 - Patients coming for planned surgery should be admitted one day prior to the surgery before 04:00 p.m.
 - **On Admission, submit the following:**
 - Doctor's Referral Note / Casualty Medical Officer Note.
 - Delivery Registration slip.
 - Letter of guarantee from employer / Air India / Insurance Company where applicable.
 - All recent investigation reports.
 - Deposit Money by cash / cheque or Credit Card as per class / category of bed.
 - NRI / Foreign Nationals Passport Photo Copy is required.
 - **Routine Admission for Paying Patients**
 - Directly from admission counter if you are referred by a doctor and urgent medical attention is not required.
 - Through Casualty requiring Urgent Medical Attention and Without Referral Note.
 - Selection of class / category (Note: change of category after admission may not be possible).
 - Fill up the Admission form and consent form.
 - Cashless services / TPA has been presently held in abeyance.
 - **Eligibility to Charity Care Beds**
 - Free (Indigent) patients – income up to Rs.85,000/- per annum.
 - Highly subsidized (Weaker Section) patients – income Rs.85,000/- to Rs.1,60,000/- per annum.
- In addition to the aforementioned "Indigent" and "Weaker Section" categories of patients based on income criteria laid down by the Honourable Bombay High Court Order dated 17th August 2006, some of the "Poor Patients of the Community" whose income is more than the income prescribed for the "Indigent" and "Weaker Section" Patients may also be treated as "Free" or "Highly Subsidized" Patients due to they being in financial distress because of family commitments.
- **Admission Forms**
 - The patient or his relative has to duly fill and sign the completed admission form prior to the admission.
 - It is to be noted that the information given in the admission form must be correct as the same is noted in the admission papers and is used for all important purposes such as birth certificate, insurance claim, medico legal purposes, etc.
 - **For NRI / Foreign Nationals**
 - Hospital Arrival report has to be filled up with Photocopy of the passport for Police Information within 24 hours of admission.

- **RSW Form**

- RSW Form for Charity Care bed should be filled up and submitted to Social Worker within 24 hours of admission.

- **Transfer**

- Transfer from Lower Class to Higher Class may be done and the charges of Higher Class will be levied from the date of admission.
- Transfer from Higher Class to Lower class may be possible.

- **Discharge**

- Discharge time before Midnight.
- Formalities to be completed by 5 p.m.
- Once discharge advised by Consultant, Discharge card will be prepared by RMO.
- 'D' Form prepared by ward staff to be submitting to Billing Department then the requisite payment should be made to obtain clearance slip.
- Clearance slip issued by the Billing Department to be handed to the ward staff so that patient can be discharged.
- A Part of the Security Deposit may be adjusted at the time of Discharge, and some amount will be retained by the Hospital.
- Final Bill will be prepared within four working days after Discharge and the Account closed.