

SOP for availing Free of Cost Laboratory Diagnosis Test

Responsible Personnel/Department:

1. Principal Investigator of SVRGFC project
2. Out Patient Department (DGH)
3. Accounts Department
4. Research Department

Procedure:

1. Approval and Releasing of Fund

- 1.1.** After receiving RC approval and SVIEC approval for Research Project, Principal Investigator submits an application letter to Research Cell to avail free of cost laboratory diagnosis test.
- 1.2.** Research Cell informs account department to create Project Specific SVRGC account under Research Cell account in given format, **SVRGFC_Pi Name_SVRC approval no.**
- 1.3.** Research Cell sends a copy of approval letter to OPD manager, Accounts Section for their reference. (It is requested to OPD manager and Account Section not to create SVRGC account without receiving copy of approval letter)

2. Registration of Patient under SVRGFC

- 2.1.** Before initiation of the project, Principal Investigator requests OPD manager to create SVRGFC account for his SVRGC approved project in following format, **SVRGFC_Pi Name_SVRC approval No.**
- 2.2.** After checking of Inclusion and Exclusion criteria Principal Investigator identifies a potential patient for his/her SVRGFC project.
- 2.3.** PI imprints SVRGFC stamp and put signature and date on patient's OPD case paper which is to be used as patient identification at OPD window for registration under SVRGC account
- 2.4.** PI sends the patient to OPD where the patient will register under SVRGFC account.
- 2.5.** After registration of patient under SVRGFC account, OPD personnel generates project specific laboratory investigation bill receipt in free of cost (FOC) and give it to patient and one duplicate copy of same bill receipt document in file.

3. Fund transfer to OPD account

- 3.1.** After every quarter of project duration OPD manager generates application along with project specific billing detail and send it to Accounts section in the name of Chief Finance Officer and send a copy to Research Cell for documentation purpose.
- 3.2.** Account section transfers claimed amount from project specific account to OPD account
- 3.3.** Same procedure will follow for next three installments.