

GUIDELINES FOR EMPANELMENT OF NEW CLEFT CENTRE

ABMSS accepts applications from intending hospitals to open up of a new cleft Centre. The intending applicants have to go through the empanelment process set by ABMSS. The final approval for such request/interest can be considered; based on the need for such request and fulfilling the due diligence from the applicant hospital. However, selection for empanelment is at the discretion of ABMSS. A guideline for such empanelment is given for your perusal.

THE PROCESS OF REGISTRATION AND INSPECTION



1. Registration: To apply for a new cleft centre, an applicant has to fill in the details in the **Project Application Form**, available on our website i.e. www.abmss.in. The applicant sends us back the filled in form with the required documents/photos by post.



2. Site visit: As the next step, **ABMSS** will make a site visit to the hospital to cross-verify all credentials submitted in the Project Application form.



3. Medical team visit: Followed by a site visit, a medical team led by our Medical Director will visit the hospital to check/verify treatment and medical facilities as per our treatment protocol.



4. Budget: After site-visit and other inspection processes are over and approved, then, the applicant will be shared an approved cost/budget for the cleft project from us and a mutual consent on this takes to initiate the process for empanelment.



THE PROCESS OF EMPANELMENT



1. Creation of Database log-in: As the first process of empanelment, ABMSS will give the hospital an access to a database login and password for documentation of cleft cases.



2. Documentation guidelines: The applicant hospital will be given treatment documentation guidelines which they have to follow while using our patient database. In addition to that, documents such as treatment protocol, consent form, classification of surgeries and etc. will be given to the hospital to be used for the cleft project.



3. Performance of trial cases: For every new cleft centre, the applicant hospital will be asked to perform at least 20 primary cleft cases for the trial and update the same in the patient database.



4. The signing of MOU (Memorandum of Understanding): Based on the satisfactory compliances at all levels, ABMSS may sign an MOU with the hospital. The MOU will serve as an agreement between ABMSS and the empanelled hospital to formally start a cleft centre.



5 Signboard of ABMSS cleft centre at the hospital: Once the MOU takes place, the hospital has to ensure that a signboard stating ABMSS Cleft centre is sited in the hospital with proper visibility.



6. Onboarding formalities: After completion of all formalities, ABMSS will formally on-board the empanelled cleft centre through an e-mail and the information of the new cleft centre will be updated in our website as well as in groups and mailings.



TIMELINE



Timeline for empanelment of a new cleft centre: Usually, the entire process to empanel a new cleft centre takes up to 3 months time.



ANNEXURES

Project Application form

Annex 1

Cleft care Treatment Protocol

Annex 2

Photo consent form (for minors)

Annex 3

Photo consent form (for adults)

Annex 4

Classification of surgeries-ABMSS

Annex 5

Safety and quality improvement protocol

Annex 6

Contact us

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