



## KOLKATA PORT TRUST

Medical Department  
Centenary Hospital  
1, Diamond Harbour Road  
Kolkata 700 053

[ISO 9001: 2008 certified]



### DIRECTIVES TO PAYING PATIENTS

1. The paying patients, on being admitted and treated in the Indoor Ward of the hospital will have to replenish the advance amount, once it reaches below 50%. They should contact the Front Desk personnel to ascertain the payment position on any day, and deposit the amount on all working days between 10 AM to 5 PM and on Saturdays between 10 AM to 1:30 PM, except on Sundays and Holidays.
2. The admission of the paying patients is subject to the availability of Beds/Cabins. Normally, the paying patients will not be admitted in the Cabin unless approved by the hospital authority. The paying patients may be shifted from the Cabin to the General Ward at the directive of the hospital administration, at any time depending upon the prevailing situation.
3. The paying patients may have to be shifted to any other private institutions, as per the directive of the treating Doctors for better management, or when facilities for such treatment are not available in the hospital. The patient-party will have to arrange, on their own, transport as well as the institution where the patient will be transferred.
4. The paying patients may have to get investigation done from the outside Hospital / Diagnostic Centres, for which they will have to arrange their own transport for going and coming back to the hospital at their own risk. Transport facility will not normally be provided, unless allowed by the hospital authority on payment of scheduled charges.
5. The medicines and allied items required for treatment of the patients will be provided from the hospital, if available, at the scheduled charges, as mentioned in the Tariff Rates. The non-available items will have to be provided by the patient-party on being advised by the treating Doctors.
6. All payments should be made in cash at the Cash Counter of the hospital. On Holidays, Sundays and beyond normal working hours, payment will have to be made by crossed cheque payable to "FA & CAO, Kolkata Port Trust", and no cash payment will be entertained. Refund of advance amount, if any, will be paid only after settlement of the bills, and the same may be collected at the time of discharge or on the next working day ( if discharged on Holidays and Sundays), or on a date specified by the Cash Office / Front Desk.
7. The Tariff Rates for treatment of paying patients is available in the KoPT Website, and can also be ascertained from the hospital office.

**BY ORDER**