

Federal state budgetary institution  
health care  
Medical and sanitary unit No. 121  
Federal Medical and Biological Agency

I approve:  
Chief  
FGBUZ MSCh No. 121  
FMBA of Russia

\_\_\_\_\_ L.O. Revus  
" \_\_\_\_ " \_\_\_\_\_ 2013

## POSITION

on the provision of paid medical services  
FGBUZ MSCh No. 121 FMBA of Russia

### 1. General Provisions.

1.1. This provision has been developed in accordance with the Federal Law of the Russian Federation dated November 21, 2011 No. 323-FZ "On the Fundamentals of Health of Citizens in the Russian Federation", the Law of the Russian Federation dated February 7, 1992 No. 2300-I "On Protection of Consumer Rights", the Civil Code of the Russian Federation, Decree of the Government of the Russian Federation dated 04.10.2012 No. 1006 "On approval of the Rules for the provision of paid medical services by medical organizations", by order of the Ministry of Health of the Russian Federation dated 27.12.2011 No. 1664n "On approval of the nomenclature of medical services", other current regulatory legal acts of the Russian Federation, and aims to streamline the provision of paid medical services in the institution.

1.2. Medical unit No. 121 in its activities is guided by the laws of the Russian Federation, decrees of the Government of the Russian Federation and the Sverdlovsk region, orders of the Ministry of Health of the Russian Federation, the Federal Medical and Biological Agency, other current regulatory legal acts of the Russian Federation, the rules for the provision of paid medical services to the population, this regulation, as well as orders and orders of the head of the institution.

1.3. MSC No. 121 provides paid medical services on the basis of the right to engage in income-generating activities, enshrined in the charter of the institution.

1.4. Paid medical services are provided by the Federal State Budgetary Institution of Healthcare Medical and sanitary unit No. 121 of the Federal Medical and Biological Agency (hereinafter MSC No. 121), which carries out, as the main (statutory) type of activity, medical activities based on **of the license No. ФС-66-**

01-001818 dated 10.09.2013., issued by the Federal Service for Surveillance in Healthcare.

1.5. The provision of paid medical services to the population is carried out with a permit for their provision issued by the Federal Medical and Biological Agency.

1.6. Paid medical services are provided by the Medical Unit No. 121 on the basis of the list of works (services) that constitute medical activities and specified in the license to carry out medical activities issued in accordance with the established procedure.

1.7. Requirements for paid medical services, including their volume and terms of provision, are determined by agreement of the parties to the contract, unless other requirements are provided for by federal laws and other regulatory legal acts of the Russian Federation.

1.8. Medical unit No. 121 is obliged to provide citizens with accessible and reliable information: on the location of the Federal State Budgetary Institution Medical Unit No. 121 of the FMBA of Russia, operating hours, a list of paid medical services with an indication of their cost, on the procedure and conditions for the provision and receipt of these services, on specialists providing paid medical services, about the phone numbers and addresses of the regulatory authorities, as well as the necessary information about the provision of free medical care, indicating the sources of funding, about the responsibility for non-fulfillment or improper fulfillment of the terms of the agreement, non-compliance with the requirements for diagnostic, prevention and treatment methods permitted in the Russian Federation. This information is posted on the stand in the clinic, and also posted on the institution's website.

1.09. When providing paid medical services, the availability and quality of free medical care for the population should not deteriorate and the operating hours of the institution should not be violated. Artificial creation of queues in order to force patients to apply for paid help is unacceptable.

1.10. The work of the personnel is regulated by the collective agreement, internal labor regulations, job descriptions, orders of the head of the medical unit No. 121, this regulation.

1.12. Claims and disputes arising between the patient and the medical institution are resolved by agreement of the parties or in case of failure to reach an agreement in court in accordance with the legislation of the Russian Federation.

## 2. Goals and objectives.

2.1. The goal is to better meet the needs of the population in medical, treatment and prophylactic, recreational, medical and sanitary, rehabilitation assistance,

medical diagnostic, dental care, in the exercise of the right to free choice of a doctor, to ensure the availability of qualified medical care to the population, and to provide additional services.

2.2. To achieve the goal, it is necessary to solve the following tasks:

- implementation of additional high-quality medical services to the population, including using new modern methods of diagnosing and treating diseases,
- provision of paid medical services in accordance with the duly approved List of Permitted Services;
- attracting additional funds for the material, technical and social development of the institution,
- stimulation of medical workers to improve their professional qualifications, master new technologies for diagnostics and treatment, as well as material incentives and incentives for workers.

2.3. The provision of paid medical services is not the main activity of the institution.

3. The principles of the institution for the provision of paid medical services.

3.1. The provision of paid medical services is carried out in the following order:

- 1) admission of patients (representatives of legal entities) wishing to receive paid medical services in a hospital or on an outpatient basis, in accordance with the List of permitted services approved in accordance with the established procedure;
- 2) a preliminary interview with the patient to determine the required type and volume of medical services, familiarizing him with the rules, procedure, conditions for receiving, prices for medical services;
- 3) execution of contracts with patients or with legal entities;
- 4) registration of payment for the provision of medical services in accordance with the contract;
- 5) coordination with the relevant departments of the hospital, polyclinic for the provision of paid medical services;
- 6) maintaining accounting and reporting documentation for the provision of paid medical services in accordance with the approved forms;
- 7) analysis of the results of the activities of departments of the hospital, polyclinic for the provision of paid medical services;
- 8) a survey of patients receiving paid medical services about the quality and culture of the medical care provided;

3.2. The basis for the provision of medical services for a fee is:

- the lack of appropriate services in the program of state guarantees for providing the population of the Russian Federation with free medical care in the territory of the Sverdlovsk region:
  - a) in excess of the standards provided for by the program of state guarantees (by type and volume);
  - b) on other terms (not mandatory) than provided for by the program, territorial program and (or) targeted programs, at the request of the consumer (customer), including but not limited to:

- the establishment of an individual post of medical supervision during treatment in a hospital;
  - the use of drugs that are not included in the list of vital and essential drugs, as well as the use of medical devices, medical food, including specialized medical food products, not provided for by the standards of medical care;
  - provision of medical care with an increased level of service in excess of the established standard at the request of the patient or his relatives;
  - on the types of specialized medical care that are not mandatory for the medical unit No. 121, taking into account its specialization and level;
  - provision of medical services instead of traditionally provided by alternative methods that have consumer properties, but are not secured by funding.
- provision of medical services anonymously, with the exception of cases provided for by the legislation of the Russian Federation;
- provision of medical services to persons who do not have the right to free medical care in the medical unit No. 121 (who are not an assigned contingent, who do not reside permanently in the assigned territory and who are not insured under compulsory health insurance), citizens of foreign states, stateless persons, with the exception of persons insured under compulsory health insurance and citizens of the Russian Federation who do not reside permanently on its territory and who are not insured under compulsory health insurance, unless otherwise provided by international treaties of the Russian Federation.

3.3. Paid medical services to the population are provided in the form of:

- preventive care;
- Advisory assistance;
- Medical examinations and examinations;
- Medical services of stomatologic - orthopedic care;
- Inpatient care;
- Outpatient and polyclinic care;
- Medical and diagnostic assistance;
- Rehabilitation assistance;
- Pre-trip and post-trip medical examinations of drivers;
- Service and household services with increased comfort, provided in excess of the established standard at the request of the patient or his relatives;
- Services involving co-financing in excess of the standards of the approved tariffs and estimates.

3.4. The provision of paid medical services is formalized by an agreement that regulates the conditions and terms of their receipt, the procedure for settlements, the rights, obligations and responsibilities of the parties.

3.5. The contract is drawn up in 3 copies, one of which is at the contractor, the second at the customer, the third at the consumer. If the contract is concluded by the consumer and the contractor, it is drawn up in 2 copies.

3.6. Sources of funds for the provision of paid medical care are:

- funds of insurance companies for voluntary health insurance;
- personal funds of citizens;
- funds of employers, enterprises, organizations, institutions, etc .; - other sources permitted by law.

3.7. Medical services provided on the basis of contracts for the provision of paid medical services are not subject to payment from compulsory medical insurance funds.

3.8. The procedure for concluding a contract and paying for medical services:

3.8.1. The contract is concluded by the consumer (customer) and the contractor in writing.

3.8.2. The contract must contain:

a) information about the performer:

name and firm name (if any) of a medical organization - a legal entity, address of location, data of a document confirming the fact of entering information about a legal entity in the Unified State Register of Legal Entities, indicating the body that carried out state registration;

the number of the license to carry out medical activities, the date of its registration with an indication of the list of works (services) that constitute the medical activities of the medical organization in accordance with the license, the name, address of the location and telephone number of the licensing authority that issued it;

b) last name, first name and patronymic (if any), address of residence and telephone number of the consumer (legal representative of the consumer);

last name, first name and patronymic (if any), address of residence and telephone number of the customer - an individual;

name and address of the location of the customer - a legal entity;

c) a list of paid medical services provided in accordance with the contract;

d) the cost of paid medical services, the terms and procedure for their payment;

e) conditions and terms for the provision of paid medical services;

f) position, last name, first name, patronymic (if any) of the person concluding the contract on behalf of the contractor, and his signature, last name, first name, patronymic (if any) of the consumer (customer) and his signature. If the customer is a legal entity, the position of the person concluding the contract on behalf of the customer is indicated;

g) responsibility of the parties for failure to comply with the terms of the contract;

- h) the procedure for changing and terminating the contract;
- i) other conditions determined by agreement of the parties.

3.8.5. If the provision of paid medical services requires the provision of additional medical services on a reimbursable basis that are not provided for by the contract, the contractor is obliged to warn the consumer (customer) about this. Without the consent of the consumer (customer), the contractor is not entitled to provide additional medical services on a reimbursable basis.

3.9. If the provision of paid medical services requires the provision of additional medical services for emergency indications to eliminate the threat to the consumer's life in case of sudden acute diseases, conditions, exacerbations of chronic diseases, such medical services are rendered free of charge in accordance with the Federal Law "On the Fundamentals of Citizens Health Protection in the Russian Federation".

3.10. If the consumer refuses to receive medical services after the conclusion of the contract, the contract is terminated. The contractor informs the consumer (customer) of the termination of the contract at the initiative of the consumer, while the consumer (customer) pays the contractor for the expenses actually incurred by the contractor related to the fulfillment of obligations under the contract.

3.11. The consumer (customer) is obliged to pay for the medical service provided by the contractor within the time frame and in the manner determined by the contract.

3.12. The consumer (customer) in accordance with the legislation of the Russian Federation is issued a document confirming the payment made for the provided medical services (cash register receipt, receipt or other form of strict reporting (document of the established form)).

3.13. After fulfilling the contract, the contractor issues to the consumer (legal representative of the consumer) medical documents (copies of medical documents, extracts from medical documents) reflecting his state of health after receiving paid medical services.

3.14. The conclusion of a voluntary medical insurance contract and payment for medical services provided in accordance with this contract are carried out in accordance with the Civil Code of the Russian Federation and the Law of the Russian Federation "On the organization of insurance business in the Russian Federation".

3.15. When providing paid medical services, in accordance with the established procedure, medical documentation is filled out, including accounting for the paid

services provided. Responsibility for keeping records rests with the heads of departments.

At the same time, an entry is made in the medical record of an inpatient or outpatient patient that the service was provided on a paid basis, and an agreement on the provision of paid medical services is attached.

3.16. When providing paid medical services, leaflets of temporary incapacity for work may be issued in the prescribed manner.

3.17. The states for the provision of paid medical services are established according to the volume and types of paid services provided and approved by the head of the medical unit No. 121. During the period of work on the provision of paid medical services, additional positions of medical and other personnel may be introduced, contained at the expense of funds received from the sale of paid services.

3.18. The provision of paid medical services is carried out with the compulsory drawing up of work schedules for the main work and work for the provision of paid medical services to the population, subject to work under an employment contract. It is allowed to provide paid medical services during the main working hours of the staff - due to small volumes, as an exception (subject to the priority provision of free medical care to citizens and when specialists carry out the volume of medical care under the State Guarantee program) in cases where the technology for providing medical services is limited the main working time of a medical institution. The hours of work of medical personnel providing paid services during their main work are extended by the time spent on their provision.

#### 4. Management of activities for the provision of paid services.

4.1. General guidance on the provision of paid medical services to the population is carried out by the head of the medical unit No. 121.

4.2. Heads of departments in the work on the provision of paid medical services in the prescribed manner are responsible:

- for the fulfillment of obligations within the period specified in the contract;
- For the volume and quality of services and medical care provided;
- Reliability of medical services presented for payment and their compliance with current tariffs;

- Timeliness and reliability of reporting data on the provision of paid services;
- Confidentiality of provided medical services and diagnoses.

#### 5. Financial and economic activities:

5.1. Payment for services can be made in cash and by bank transfer.

5.2. Revenues from paid medical services go directly to the cashier of the institution by cash receipts, or strict reporting forms, with a non-cash payment to the institution's current account.

5.3. The formation and distribution of income from income-generating activities is carried out as follows:

5.3.1. Income from income-generating activities is understood as all funds received by the institution in the implementation of income-generating activities.

5.3.2. The calculation of the cost of paid medical services and other services is made by the economist together with the head of the polyclinic, guided by the current pricing methodology, in accordance with the current legislation of the Russian Federation. On the basis of the calculation, tariffs for paid medical and other services are determined that are not included in the scope of the main activity, which come into effect after their approval by the head of the medical department No. 121. Tariffs for services rendered may be adjusted depending on changes in the conditions and amount of remuneration, prices for medicines, food and other goods and services included in the cost of services, revision of the billing period.

5.4. The income received by the institution from the provision of paid services is credited to the account for accounting for funds from income-generating activities.

5.5. The expense of funds received from the provision of paid medical services is carried out in accordance with the estimate of income and expenses for income-generating activities according to economic classification codes. Funds received from the provision of paid medical services are spent on reimbursement of costs associated with the provision of these services, the development and strengthening of the material and technical base of the institution, raising the level and qualifications of specialists providing paid medical services, improving and introducing new methods of treatment and rendering services to the population, encouragement and stimulation of workers involved in the provision of paid medical services. The profit of the institution received from the provision of paid medical services can be spent on all of the above purposes.

5.6. Remuneration for employees who directly provide medical and other services is made in accordance with labor contracts and contracts of a civil nature. The salary of employees is determined on the basis of documents confirming the volume of work performed, time sheets and taking into account the individual contribution of each employee to the process of providing paid medical services. Remuneration for employees who are in a relationship with an institution on the basis of an employment contract is made in accordance with the current Regulations on the remuneration of employees and the Regulations on the procedure for bonuses and material incentives for employees of the medical unit No. 121. Remuneration for employees who are in a relationship with an institution on the basis of a civil law contract is made on the terms specified in this contract. The salary (or remuneration) of employees participating in the provision of paid medical services may differ from the salary (remuneration) determined in the



calculation of the cost of the service. The amount of salary set for an employee depends on the labor intensity of the service, as well as on the amount of remuneration for employees of the corresponding qualifications in medical organizations. Wages can be increased in comparison with those calculated according to the calculation in order to increase the interest of workers involved in the provision of paid medical services, to stimulate them to improve the quality of work performed. The source of the increase in wages (remuneration) can be the profit of the institution from income-generating activities. The amount of funds allocated to pay employees is determined within the approved estimate of the wage fund. The amount of funds for the payment of remuneration and payment of taxes under civil contracts is determined within the approved funds according to the corresponding article of the economic classification of the estimate of income and expenses for income-generating activities.

5.7. Expenses for the purchase of medicines (medicines, dressings, medical tools, disinfectants and other medical expenses) are made according to the need within the approved limits for this article of the economic classification of the estimate of income and expenses.

5.8. Expenses for the purchase of food products are made according to actual costs based on the number of bed-days and the approved cost of 1 bed-day for meals within the approved limits for this article of the economic classification of the estimate of income and expenses.

5.9. Expenses for the purchase of soft inventory, fuels and lubricants, spare parts, other consumables, construction and household materials, household equipment, supplies, business trips and service trips, payment for transport services, communication services, services for the maintenance of premises, other current expenses and services necessary for functioning institutions are carried out at the expense of overhead (indirect) costs in accordance with the estimate of income and expenses for income-generating activities for the corresponding expense items of economic classification.

6. Control over the activities of work on the provision of paid medical services.

6.1. The audit is carried out in the manner prescribed by law by the financial authorities within their competence, as well as by the audit commission appointed by order of the head of the institution.

6.2. In the event of violations of this Regulation, including damage to the main activities of the institution, expressed in a reduction in the types, volumes and availability of free medical care guaranteed by the legislation of the Russian Federation, untimely execution of financial documents and documents of state statistical observation, persons who have committed violations may be applied disciplinary, administrative and other measures of influence established by the legislation of the Russian Federation.

6.3. Internal control over the organization and quality of paid medical services to the population is carried out by the deputy chiefs of the medical unit No. 121 and heads of departments.

6.4. Control over the organization and quality of paid medical services for the population, as well as the pricing and correct collection of payments, is carried out within the limits of their competence by higher organizations.