APPROVED BY

Order No.294 as of September 9, 2011

Of the Republican Research and Practice Mental Health Center

The procedure

for the provision of medical care to foreign citizens

General Provisions

1. We shall provide the specialized medical care to foreign citizens in accordance with Decree No.530 as of August 25, 2006 (as amended and supplemented on April 28, 2008) “About insurance policy”, Agreement on provision of medical care to the citizens of the CIS member-states as of March 23, 1997 (entry No.3/991 as of October 22, 2003 in the National Register of Legal Acts), Order No.843 “About development of export of medical services” as of August 25, 2011 of the Ministry of Health of the Republic of Belarus, Letter No.02-2-02/957 as of March 20, 2008 “On the provision of medical care to the citizens of the Russian Federation” of the Ministry of Health of the Republic of Belarus, Letter No. 02-3-12/738 as of January 11, 2007 “On the provision of medical care to foreign citizens” of the Ministry of Health of the Republic of Belarus, Letter No. 08-2-04/2648 as of July 27, 2007 “On the provision of emergency and urgent care to foreign citizens” of the Ministry of Health of the Republic of Belarus and this Order.
2. The diagnostics and treatment of foreign citizens with mental and behavioral disorders shall be carried out in accordance with the 10th Revision of the International Classification of Diseases (ICD-10) and the clinical protocol for diagnostics and treatment of mental and behavioral disorders, approved by the Ministry of Health of the Republic of Belarus. Diagnostics (device-assisted, laboratory, etc.) and treatment of other disorders shall be carried out in accordance with the relevant regulations of the Ministry of Health of the Republic of Belarus.
3. A foreign citizen or a stateless person (hereinafter referred to as a foreign citizen) shall be admitted for hospitalization, if they visit the Center in-person, if they are referred by an insurance company or if they are delivered to the Center by emergency team.
4. The citizens of the Russian Federation shall be entitled to be provided with free-of-charge medical care and paid medical care, if during their stay in the Republic of Belarus they have any disease, which threatens the health of people around them. They shall be provided with a planned medical care on a paid basis.

The citizens of the Russian Federation, who temporary stay in the Republic of Belarus and are employed with Belarusian companies (institutions) on a contractual basis, shall have the rights equal to the rights of the citizens of Belarus on the receipt of medical care at healthcare institutions of the Republic of Belarus.

1. The citizens of the CIS-member states shall be provided with:

* free-of-charge, full urgent and emergency medical care without any restrictions;
* a planned medical care, including medical and social care, shall be provided on a paid basis. Medical care shall be provided at the expense of a seconding party or at a foreign citizen’s expense, or shall be paid out of charitable contributions and donations of companies and institutions, including international ones, or out of any other extra-budgetary sources.

1. The provision of medical care to the citizens of non-CIS countries. When entering the Republic of Belarus, foreign citizens shall have a compulsory health insurance contract made with a Belarusian insurance company. Under the contract they shall be entitled to be provided with urgent and emergency care at the healthcare providers of the Republic of Belarus.

An insurance policy shall be deemed to be a confirmation of an existence of a compulsory health insurance contract. Foreign citizen shall be provided with urgent and emergency care under the insurance policy.

The citizens of Argentina, Brazil, the United Kingdom of Great Britain and Northern Ireland, Jordan, Lebanon, Serbia, Montenegro, Bosnia and Herzegovina shall be entitled to be provided with free-of-charge urgent and emergency care and paid planned medical care.

If a foreign citizen permanently resides in the Republic of Belarus and has a permanent residence card, it shall be provided with the medical care equal to this provided to the citizens of the Republic of Belarus.

**STAGES OF THE PROVISION**

**OF MEDICAL AND OTHER MEDICAL SERVICES**

1. The members of the approved group of specialists shall perform their duties in accordance with the approved Procedure for the provision of specialized medical care to foreign citizens within the scope of their competence.

The group lead shall coordinate the activities of the group members.

1. On the day of admission of a foreign person for hospitalization, a staff member of the Admission Department shall verify the foreign citizen’s identity and check the validity of its insurance policy.

The executive officer shall be the Chief of the department.

The curator shall be the Deputy Director for Cure.

1. A contract on the paid provision of specialized medical care to a foreign citizen shall be made at the Accounting Department of the Center.

The executive officer shall be N.P. Khralovich (Accountant).

The curator shall be I.G. Solovieva (Chief Accountant).

1. The medical services shall be paid for at the Accounting Office of the Center.

The executive officer shall be G.P. Rashchetina (Accountant).

The curator shall be I.G. Solovieva (Chief Accountant).

1. The executive officer of the Admission Department shall inform by phone the insurance company on the application of the insured person, stated diagnosis and the number of the insurance policy.

The executive officer shall be the Chief of the department.

The curator shall be the Deputy Director for Cure.

1. The specialized medical care, including

* referral of a foreign citizen to a clinical department of the Center and provision of a bed in a ward;
* assignment of a curator, determination of the period of inpatient care according on urgent indications and the period of a planned paid medical care based on the decision of the medical consultative board;
* provision of the information relating to the provision of medical care (diagnostics, treatment, rehabilitation) and registration of the provision of such information in the medical inpatient card;
* provision of information on the Center, by-laws for patients and any other issues and registration of the provision of such information in the medical inpatient card;
* follow-up of a foreign patient, arrangement and provision of psychiatric, psychotherapeutic and drug addiction care

shall be provided in the clinical department, where a foreign patient stays.

The executive officer shall be the Chief of the department.

The curator shall be the Deputy Director for Medicine (Science).

1. Any consultations by medical specialists of other specialists shall be carried out in the clinical department, where a foreign patient stays or at a relevant consultation room.

The executive officer shall be a consulting physician.

The accompanying person shall be an on-call specialist assigned by the Chief of the department.

The curator shall be the Deputy Director for Cure.

1. The consultations by the researchers of the Center shall be provided at the clinical department, where a foreign patient stays

The executive officer shall be a researcher of the Center.

The curator shall be the Chief of the department.

1. The consultations by the specialists of the department of psychiatry and the department of addiction medicine of Belarusian Medical Academy of Post-Graduate Education and the department of psychiatry and the department of medical psychology of Belarusian State Medical University shall be provided at the clinical department, where a foreign patient stays.

The executive officer shall be an employee of a relevant department.

The curator shall be the Chief of the department.

1. Psychological counseling shall be carried out at the clinical department, where a foreign patient stays

The executive officer shall be a psychologist of the department, where a foreign patient stays.

The curator shall be the Chief of the department.

1. Any tests including diagnostic, device-assisted and laboratory ones, shall be made at the clinical department, where a foreign patient stays, at the laboratory or diagnostic room.

The executive officer shall be a member of the laboratory staff or diagnostic room staff.

The accompanying person shall be an on-call specialist assigned by the Chief of the department.

The curator shall be the Chief of the department.

1. Physiotherapy, physical therapy, massage, acupuncture and hyperbaric oxygenation therapy shall be provided at the clinical department, where a foreign citizen stays and at relevant rooms of the Center.

The executive officer shall be a member of a relevant room staff.

The accompanying person shall be an on-call specialist assigned by the Chief of the department.

The curator shall be the Chief of the department.

1. A diet based on meals options and a patient’s medical history shall be prescribed and other issue, relating to meals, shall be considered at the clinical department, where a foreign patient stays.

The executive officers shall be an epidemiologist (dietitian) and the Chief Nurse.

The curator shall be the Chief of the department.

1. The compliance of the rules of staying in accordance with the contract shall be controlled at the clinical department, where a foreign patient stays. Medical documents and conversations with a foreign patient shall be used for the purpose of the control. The relevant information shall be recorded in the medical inpatient card.

The executive officer shall be the Deputy Director for Medicine (Science)

The curator shall be the Director of the Center.

1. Any problems relating to the provision (receipt) of medical services shall be considered at the clinical department, where a foreign patient stays. Both medical specialists and foreign citizens shall inform on such problems.

The executive officer shall be the Chief of the department.

The curator shall be the Deputy Director for Medicine (Science).

A foreign citizen or a stateless person (hereinafter referred to as a foreign citizen) shall be entitled to apply for hospitalization themselves.

1. .We offer interpreter services at the clinical department, where a foreign patient stays.

The executive officer shall be the Chief of the Republican Monitoring Center.

The curator shall be the Chief of the department.

1. We offer legal advice at the clinical department, where a foreign patient stays or at the legal advisor’s office.

The executive officer shall be the legal advisor.

The curator shall be the Chief of the department.

1. Any conflicts or disputes shall be considered at the clinical department, where a foreign patient stays or at the Deputy Director’s office.

The executive officer shall be the legal advisor and the Deputy Director for Cure.

The curator shall be the Director of the Center.

1. If necessary, a foreign citizen shall be transferred to any other healthcare provider for examination and treatment.

The executive officer shall be the Chief of the department.

The curator shall be the Deputy Director for Medicine (Science).

1. Information on the admission of foreign citizens for hospitalization shall be daily (on working days) provided to ОМКО.

The executive officer shall be the Chief of the Admission Department.

The curator shall be the Deputy Director of the Center (Curator of the Admission Department).

1. The Register of foreign citizens shall be kept (including a soft copy) with a view to monitoring the periods of the provision of urgent and planned medical care to foreign citizens. The following information shall be recorded:

* an insured foreign citizen’s full name and date of birth;
* a country of residence;
* an insurance policy number;
* a name of an insurance company, which issued the insurance policy;
* a period of medical care provision;
* a date and time of notification of the insurance company on the admission of the insured person to the Center;

The Register shall be kept by the specialists of OMKO.

The executive officer shall be a medical statistician.

The curator shall be the Deputy Director for Operational Activities.

1. The relevant specialists of the clinical department, where a foreign citizen stays, shall inform the staff of OMKO and the Accounting Department on the admission (discharge) of foreign citizens.

The executive officer shall be the Chief of the department.

The curator shall be the Deputy Director for Medicine (Science).

1. At least 10 days after treatment is completed, an invoice for the provided medical services (total amount due and cost of one bed-day) shall be provided to the insurance company, seconding party or the patient, as well as to the individual or legal entity acting for and on behalf of the patient. The invoice shall be made by the specialists of the Accounting Department.

The executive officer shall be N.P. Khralovich (Accountant).

The curator shall be I.G. Solovieva (Chief Accountant).

1. The staff of the clinical department, where a foreign patient stays, shall execute and provide the following documents: a detailed extract from the patient’s medical record, specifying the type of hospitalization (urgent or planned), period of staying in the Center, diagnosis, description of the performed diagnostic procedures and therapeutic manipulations, reasons for the prolongation of staying in the center (if applicable), a copy of the insurance policy, etc.

The executive officer shall be the Chief of the department.

The curator shall be the Deputy Director for Medicine (Science).

1. The responsible specialist of the Center shall cooperate with the Embassy (Consulate) of a foreign patient’s country of residence. Such cooperation shall be the subject to prior notice of the Director of the Center.

The executive officer shall be the specialist group lead.

The curator shall be the Director of the Center.

1. Information duly executed in accordance with Annex 10 to Order No.1106 as of November 24, 2009 of the Ministry of Health of the Republic of Belarus “On the approval of the department forms of recording in 2010” shall be monthly (before the 10th day of the month following the reporting month) provided to the Ministry of health of the Republic of Belarus. Information shall be executed and provided by the staff of the Accounting Department.

The executive officer shall be I.G. Solovieva (Chief Accountant).

The curator shall be the Director of the Center.