

“ST PETERSBURG STATE
UNIVERSITY”
(SPbU)

ORDER

06 March 2018

No 134-27/1

On the procedure of delivering paid medical services at
the SPbU Pirogov Clinic of High Medical Technologies
(polyclinic, in-patient hospital)

In order to regulate the activities of the SPbU Pirogov Clinic of High Medical Technologies (polyclinic, in-patient hospital) while delivering paid medical services as well as to better meet the needs of the population for specialised medical care and attract additional financial resources for the development of the health facilities

I DO HEREBY ORDER:

1. To approve the Regulation on the procedure of delivering paid medical services at the SPbU Pirogov Clinic of High Medical Technologies (polyclinic, in-patient hospital) in accordance with Annex No 1 to this order.
2. To approve the Pricelist for medical services at the SPbU Pirogov Clinic of High Medical Technologies (polyclinic, in-patient hospital) in accordance with Annex No 2.
4. For clarification relating to the essence of this Order, requests shall be made to Senior Vice-Rector for Medical Care Y.N. Fedotov through the Virtual Reception service on the SPbU website.
5. Proposals for amendments of and/or additions to this Order shall be sent to org@spbu.ru.
6. I shall personally supervise the implementation of this Order.

Director of the SPbU Pirogov Clinic
of High Medical Technologies (polyclinic, in-patient hospital)

Y.N. Fedotov

Annex No 1

to Order of _____ No _____

**Regulation on the procedure of delivering paid medical services at the SPbU Pirogov Clinic
of High Medical Technologies (polyclinic, in-patient hospital)**

St Petersburg

2018

1. General Provisions

1.1. This Regulation is developed in accordance with:

- the Civil Code of the Russian Federation;
- Federal Law No 323-FZ of November 21, 2011 (as amended on June 25, 2012) "On the fundamentals of protection of public health in the Russian Federation";
- Federal Law No 326-FZ of November 29, 2010 (as amended on July 28, 2012) "On Compulsory Medical Insurance in the Russian Federation";
- Law of the Russian Federation of February 7, 1992 No 2300-1 "On the protection of consumers' rights";
- RF Government Decree of October 4, 2012 No 1006 "On approval of regulations for providing paid medical services by healthcare organisations".

1.2. This Regulation determines the terms and conditions for delivering paid medical services to citizens at the SPbU Pirogov Clinic of High Medical Technologies (polyclinic, in-patient hospital).

1.3. The following basic concepts are used in this Regulation:

1.3.1. The Clinic is the SPbU Pirogov Clinic of High Medical Technologies (polyclinic, in-patient hospital);

1.3.2. Paid medical services are medical services delivered for a fee at the expense of personal funds of citizens, corporate funds and other funds on the basis of contracts, including voluntary health medical insurance contracts (hereinafter - the contract);

1.3.3. The Consumer is an individual who intends to receive or receives paid medical services in person under the contract. The Consumer receiving paid medical services is a patient who is subject to Federal Law No 323-FZ of November 21, 2011 (as amended on June 25, 2012) " On the fundamentals of protection of public health in the Russian Federation";

1.3.4. The Commissioner is a physical (legal) person who intends to order (purchase) or orders (purchases) paid medical services under the contract in favour of the consumer;

1.3.5. The Contractor is a healthcare organisation that delivers paid medical to consumers.

1.3.6. The Healthcare organisation is used in this Regulation in the meaning defined in Federal Law No 323-FZ of November 21, 2011 (as amended on June 25, 2012) " On the fundamentals of protection of public health in the Russian Federation".

2. Conditions and terms for providing paid medical services

2.1. The basis for delivering paid medical services are:

- the absence of appropriate medical services in the programme of state guarantees for free universal health care and a regional programme of state guarantees for free universal health care (hereinafter referred to as, respectively, the programme, the regional programme);
- no obligation to pay for this type of healthcare (medical services) from the budget;
- the personal initiative of citizens applying for medical services (without medical reasons) or by the assignment of healthcare organisations that are not part of the state and municipal healthcare system as well as individuals. engaged in private practice;

2.2. Paid medical services are provided by the Clinic on the basis of the list of work (services) that represent medical activity and are indicated in the license for medical activity.

2.3. Paid medical services can be provided in full to the standard of health care approved by the Ministry of Health of the Russian Federation, or at the request of the consumer (commissioner) in the form of individual consultations or medical interventions, including the scope which exceeds the standard of health care.

2.4. The clinic has the right to provide paid medical services:

2.4.1. on other terms than stipulated by the programme, regional and (or) special-purpose programmes, at the request of the consumer (commissioner), including:

2.4.1.1. the organisation of an individual medical supervision post in inpatient treatment;

2.4.1.2. the use of drugs that are not included in the list of vital and essential drugs if their prescription and application are not due to life indications or replacement due to individual

intolerance of the drugs included in the said list, as well as the use of medical products, therapeutic nutrition, including specialised products of therapeutic nutrition, not stipulated by the standards of health care;

2.4.2. anonymously unless otherwise provided by laws of the Russian Federation;

2.4.3. to foreign nationals, stateless persons, except for those who are insured under Compulsory Health Insurance and for citizens of the Russian Federation who do not reside permanently on its territory and are not insured under Compulsory Health Insurance, unless otherwise stipulated by international treaties of the Russian Federation;

2.4.4. when applying for medical services on their own initiative, except for the cases and the procedure stipulated in Article 21 of Federal Law No 323-FZ of November 21, 2011 (as amended on June 25, 2012) "On the fundamentals of protection of public health in the Russian Federation" and for the cases of emergency health services including emergency specialized medical care and medical care provided as acute or emergency care.

2.5. The clinic is to provide citizens with free, accessible and reliable information by publicising it on the website on the Internet, as well as on information boards (stands):

2.5.1. on the name, the place of business address of the Clinic;

2.5.2. on the document details confirming the fact of entering the information on the legal entity into the Unified State Register of Legal Entities indicating the public registrar;

2.5.3. on working hours of the Clinic;

2.5.4. on the license for medical activity;

2.5.5. on the List of paid medical services;

2.5.6. on the cost of medical services and terms and procedures of payment;

2.5.7. on terms for providing and obtaining such services;

2.5.8. on terms for providing health care under the programme of state guarantees for free universal health care and a regional programme;

2.5.9. on medical staff participating in the delivery of paid medical services, on the level of their professional education and qualifications;

2.5.10. on the working hours of medical staff participating in the delivery of paid medical services;

2.5.11. on the address and telephones of the executive government body of the constituent entity of the Russian Federation in the sphere of health care, the local agency of the Federal Service for Supervision of Healthcare and the local agency of the Federal Service for Surveillance on Consumer Rights Protection and Human Wellbeing.

The information publicised on the information boards (stands) should be accessible to an unlimited number of people through the working hours of the Clinic delivering paid medical services. The information boards (stands) are located in a place accessible to visitors and are designed in such a way that people can freely become familiar with the information publicised on them.

2.6. Providing paid medical services in the Clinic is carried out in accordance with Order of the Rector of St Petersburg State University of May 11, 2017 No 4754/1 "On approval of the Regulations on the SPbU Pirogov Multi-field Clinical Centre of High Medical Technologies" and Order of the Rector of St Petersburg State University of May 30, 2017 No 5884/1 "On Amendments to Order No 459/1 of January 28, 2016 and to Order of May 11, 2015, No 4754/1".

2.7. If necessary, when providing paid medical services, certificates of sickness can be issued in accordance with the established procedure.

2.8. Consumers who use paid medical services may demand that the services rendered be of appropriate quality, demand the information on the license for medical activity.

2.9. The clinic provides the consumer, at his/her request and in a form accessible to him/her, with information:

2.9.1. on the state of his/her health, including information on the results of the examination, diagnosis, treatment methods, the risk associated with them, the possible options and consequences of medical intervention, the expected results of treatment;

2.9.2. about drugs and medical products used in while delivering paid medical services, including their expire dates (warranty periods), indications (contraindications) for use.

2.10. While delivering paid medical services, the clinic is to comply with the requirements established by the legislation of the Russian Federation for the documentation and administration of medical records, accounting and reporting statistical data forms, procedures and terms of their submission.

2.11. Consumers who use paid medical services are to fulfill the requirements ensuring the high-quality delivery of paid medical services, including the communication of the information necessary for this.

3. The procedure for concluding contracts

3.1. The delivery of paid medical services is formalised by a contract, which regulates:

3.1.1. the information about the contractor of medical services (on the Clinic);

3.1.2. the information about the consumer of medical services;

3.1.3. the list of paid medical services, terms and procedure of payment;

3.1.4. the cost of paid medical services provided under the contract;

3.1.5. the cost of paid medical services, terms and procedure for their payment;

3.1.6. conditions and terms of delivering paid medical services;

3.1.7. the position, the surname, first name, patronymic (if any) of the person signing the contract on behalf of the contractor and his/her signature, the surname, name, patronymic (if any) of the consumer (commissioner) and his/her signature. If the customer is a legal entity, the position of the person signing the contract on behalf of the customer is also indicated;

3.1.8. liability of the parties for non-performance of the terms of the contract;

3.1.9. procedure for contract change and termination.

Estimates for delivering paid medical services can be made. Cost estimating at the request of the consumer (commissioner) or contractor is mandatory, with that it is an integral part of the contract.

3.2. Before entering into the contract, the contractor notifies the consumer (commissioner) in writing that failure to comply with the instructions (recommendations) of the contractor (medical staff delivering paid medical services), including the prescribed treatment regimen, may reduce the quality of the paid medical service, entail impossibility of its completion on time or adversely affect the patient's health.

3.3. When entering into the contract, the consumer (commissioner) is provided in an accessible form with the information on the possibility of obtaining appropriate types and amounts of medical care for free under the programme for free universal health care and a regional programme of state guarantees for free universal health care.

4. Terms and procedures of payment for medical services

4.1. The consumer (commissioner) is to pay for the medical service rendered by the contractor within the time and in the manner specified by the contract.

The consumer (commissioner) in accordance with the legislation of the Russian Federation shall be issued with a document confirming the payment made for the medical services rendered (a till slip, a receipt or another accountable form (a document of the standard form)).

After the performance of the contract, the consumer (legal representative of the consumer) is issued with medical documents (copies of medical documents, extracts from medical documents) that reflect the state of his/her health after receiving paid medical services.

4.2. Sources of funds while receiving paid medical services are:

- policy reserves for voluntary health insurance;

- personal money;
- funds of enterprises, bodies, institutions, funds, etc.;
- other sources permitted by law.

4.3. If while delivering paid medical services it is required to deliver additional medical services for a fee, not stipulated by the contract, the employee of the Clinic must notify the customer (commissioner).

Without the consent of the consumer (commissioner), the employee of the Clinic is not entitled to provide additional medical services for a fee.

4.4. If while delivering paid medical services, it will be required to deliver additional medical services for emergency indications to eliminate the threat to the life of the consumer in sudden acute illnesses, conditions, acute exacerbations of chronic diseases, such medical services are rendered free of charge in accordance with Federal Law of November 21, 2011 No 323-FZ (as amended on June 25, 2012) "On the fundamentals of protection of public health in the Russian Federation".

4.5. Paid medical services are delivered with the informed voluntary consent of the consumer (the legal representative of the consumer) made in the manner established by the legislation of the Russian Federation on the protection of public health.

4.6. The delivery of paid health care to consumers at the expense of the funds of enterprises of various forms of ownership, organisations, institutions, insurance companies, as well as to citizens of the CIS and other countries is carried out at contracted prices or prices stipulated in the Pricelist for paid medical services.

4.7. The pricelist for paid services delivered in the Clinic is approved by the Director of the Clinic.

4.8. The funds received for the delivery of paid medical services are used in accordance with income and expenditure estimate.

5. Control and liabilities

5.1. For non-fulfillment or improper fulfillment of the terms of the present contract the contractor is liable under the laws of the Russian Federation.

5.2. Damages caused to the patient's life or health as a result of the delivery of a poor-quality paid medical service is subject to compensation by the contractor in accordance with the legislation of the Russian Federation.

5.3. Claims and disputes that arose between the customer (commissioner) and the Clinic are resolved by by agreement of the parties or through the courts in accordance with the legislation of the Russian Federation.

Annex No 2

to Order of _____ No _____

Pricelist for medical services

St Petersburg

2018

