

Hospital Legal Compliance Kit

Sample contents · what each package contains, item by item

For hospitals, nursing homes, maternity homes and diagnostic centres in Bihar. A structured legal-compliance toolkit to organise documents, monitor renewals, maintain policies and prepare for regulatory inspections.

The Essentials kit contains 8 Word files carrying 22 templates, one Excel workbook with 7 trackers, and one PDF guide. This preview lists every item; the items shown for each package are the items delivered.

Packages

	Essentials	Professional	Annual	Group
Fee	₹7,999 one-time fee	₹24,999 one-time fee	₹59,999 per year	Quoted in writing
Suited to	Clinics, nursing homes and smaller hospitals that need their documents and renewals organised.	Hospitals of roughly 10–100 beds preparing for registration, renewal or inspection.	Hospitals that want the firm to monitor renewals, update documents and review compliance through the year.	Hospital groups and establishments with more than one facility or branch.
Delivery	Kit files within 3 working days of receiving the intake details	Kit files within 3 working days; applicability assessment and gap report within 10 working days of receiving the completed questionnaire and document copies	Professional deliverables as above; annual review scheduled within 30 days of onboarding	Agreed in the engagement letter after a scoping call
Consultation	1 onboarding call of 30 minutes, within 30 days of delivery	1 onboarding consultation of 60 minutes and 1 gap-report review of 30 minutes	Consultation allowance of 6 hours a year, in sessions of up to 60 minutes, in addition to scheduled reviews	Defined in the engagement letter
Service period	30 days of written clarifications on using the kit	90 days of written clarifications on the kit and the gap report	12 months from the onboarding date	Defined in the engagement letter
Updates	Corrected copy of any kit document if the law it relies on changes within 6 months of delivery	Corrected copies for 12 months from delivery	Update notices with revised templates whenever a law the kit relies on changes	Defined in the engagement letter
Customisation	Hospital name, address and registration particulars entered in every template	Templates adapted to the hospital's services and staffing as disclosed in the questionnaire	Full adaptation of the kit to the hospital	Facility-wise
Renewal	Not a subscription. Move to Annual at any time; the Essentials fee is adjusted against the first year.	Not a subscription. The Professional fee is adjusted against the first year of Annual if taken within 90 days.	Renews only on the hospital's written confirmation and payment; fee for the next year notified 30 days in advance.	As agreed

Fees are professional fees of the firm. Where GST applies to legal services supplied to a business entity, it is payable by the recipient under reverse charge; please check with your Chartered Accountant.

What's inside, item by item

1. Registration and licence management

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-01	Registrations, Licences and Renewals Tracker Every registration, licence, authorisation and certificate with issuing authority, number, validity and days to expiry; flags anything expiring within 90 days.	Excel tracker	✓	✓	✓	✓
HK-02	Bihar Regulatory Map The CEA 2010 and Bihar Rules 2013, the 2025 exemption for 1–40 bed hospitals, the Bihar Small and Medium Healthcare Establishments Regulations 2026, BSPCB, fire, labour and drug-control requirements, mapped to the hospital.	Report prepared for the hospital	—	✓	✓	✓

2. Annual compliance calendar

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-03	Annual Compliance Calendar Month-wise recurring duties: BMW annual report by 30 June, POSH annual report, labour returns, fire drills, training, renewals pulled from the tracker.	Excel tracker	✓	✓	✓	✓

3. Hospital policies and SOPs

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-04	Patients' Rights and Responsibilities Charter (English and Hindi display versions) Display version of the 20 rights approved by the National Council for Clinical Establishments, with spaces for the grievance officer and the district authority.	Editable Word template	✓	✓	✓	✓
HK-05	Patient Grievance Redressal Policy Policy with grievance officer, timelines and escalation; complaint form; acknowledgment letter; reply letter.	Editable Word template	✓	✓	✓	✓
HK-06	Grievance and Complaint-Management SOP Investigation steps, root-cause record, corrective action and closure; handling complaints that may become legal notices.	Editable Word template	—	✓	✓	✓
HK-07	Clinical Incident Documentation SOP What to record, when, by whom; contemporaneous notes; preservation of records; never altering entries.	Editable Word template	—	✓	✓	✓

4. Patient forms and consent-document framework

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-08	Admission and Administrative Forms Registration and admission form; general consent to admission and routine care; estimate of charges and financial acknowledgment; patient belongings record; discharge against medical advice; request for copies of medical records; authorisation to share information.	Editable Word template	✓	✓	✓	✓
HK-09	Consent and Admission-Documentation Framework How treating doctors prepare procedure-specific, anaesthesia and high-risk consents: required elements, language, witnesses, minors and incapacity. A framework, not a substitute for clinical judgment.	Editable Word template	—	✓	✓	✓

5. Employee and HR documentation

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-10	Staff Appointment Letter and Confidentiality Undertaking Appointment letter under the Labour Codes with the particulars to be completed for each employee; confidentiality and data-handling undertaking for all staff.	Editable Word template	✓	✓	✓	✓
HK-11	Expanded HR Pack Visiting consultant engagement letter; credential verification checklist; POSH policy and Internal Committee order; disciplinary procedure; contractor staff undertaking.	Editable Word template	—	✓	✓	✓

6. Biomedical waste compliance tools

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-12	BMW Documentation and Monitoring Tools Daily generation and handover register; training and immunisation register; accident record for Form I; Form IV annual-report preparation sheet; CBWTF agreement checklist.	Excel tracker	—	✓	✓	✓

7. Fire and infrastructure tracking

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-13	Fire, Building and Equipment Certificate Tracker Fire NOC or certificate, building sanction and occupancy, electrical, lift, DG set, oxygen storage, equipment calibration and AMC, with expiry flags.	Excel tracker	—	✓	✓	✓

8. Pharmacy, laboratory and diagnostic-service checklists

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-14	Specialised-Service Applicability Checklists Pharmacy, laboratory, X-ray and CT (AERB), ultrasound (PCPNDT), blood storage, MTP, mental health, kitchen (FSSAI), ambulance: when each applies and what to hold.	Checklist	—	✓	✓	✓

9. Data protection and confidentiality documents

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-15	Privacy and Data-Handling Pack Patient privacy notice; internal data-handling policy; data-breach response procedure with log; CCTV notice. Drafted for the IT Act regime now and DPDP obligations from 13 May 2027.	Editable Word template	✓	✓	✓	✓
HK-16	Expanded Information-Security Pack Access-control policy; data-processing addendum for hospital software vendors; backup and recovery checklist; DPDP readiness checklist.	Editable Word template	—	✓	✓	✓

10. Vendor contracts and commercial documentation

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-17	Vendor and Service Agreement General agreement for outsourced services with scope, service levels, confidentiality, data protection, statutory compliance of the vendor's staff, indemnity and termination.	Editable Word template	✓	✓	✓	✓
HK-18	Contract and Vendor Compliance Tracker Every contract with term, renewal date, notice period, vendor licences and insurance.	Excel tracker	—	✓	✓	✓

11. Incident and legal notice registers

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-19	Incident Register Clinical and non-clinical incidents with date, category, persons informed, action taken and closure.	Excel tracker	✓	✓	✓	✓
HK-20	Legal Notice and Case Register Legal notices, consumer complaints, police requisitions and court cases with reply deadlines, insurer intimation and next date; flags overdue replies.	Excel tracker	✓	✓	✓	✓

12. Inspection-readiness tools

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-21	Inspection Preparation Checklist What an inspecting team asks to see, area by area, with the document that answers each question.	Checklist	✓	✓	✓	✓
HK-22	Master Document Inventory Where each original document is kept, who holds it and when it was last checked.	Excel tracker	✓	✓	✓	✓
HK-23	Master Compliance Checklist The register's items in plain language, each marked mandatory, conditional, accreditation or recommended, with its source and verification status; the hospital marks applicability and status.	Excel tracker	✓	✓	✓	✓
HK-24	Records Retention Framework Retention periods by record type with their legal basis, legal-hold rule, and destruction log; schedule also in the workbook.	Editable Word template	✓	✓	✓	✓
HK-25	Compliance Applicability Assessment Which of the register's items apply to the hospital, based on its services, beds, staff and premises.	Report prepared for the hospital	—	✓	✓	✓
HK-26	Compliance Gap Report Gaps found against the documents the hospital provides, ranked by risk, with the action and owner for each.	Report prepared for the hospital	—	✓	✓	✓
HK-27	Inspection-Readiness Assessment A mock inspection against the checklist, with a written note of findings.	Service by the firm	—	—	✓	✓

13. Implementation guide

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-28	Implementation Guide How to adopt each document, who should own what, a 30-day setup plan, and what the kit does not do.	PDF guide	✓	✓	✓	✓

14. Consultation and annual support

Code	Item	Format	Ess.	Pro.	Ann.	Grp.
HK-29	Onboarding consultation Essentials: one call of 30 minutes. Professional and Annual: one consultation of 60 minutes and a 30-minute gap-report review.	Consultation	✓	✓	✓	✓
HK-30	Annual compliance review Once a year; includes one site visit within East Champaran (elsewhere in Bihar, travel at actual cost, or by video).	Service by the firm	—	—	✓	✓
HK-31	Quarterly follow-up reviews Three follow-up reviews of up to 45 minutes by video or phone, between annual reviews.	Consultation	—	—	✓	✓
HK-32	Renewal monitoring and reminders Reminders 60, 30 and 7 days before each expiry recorded in the tracker.	Service by the firm	—	—	✓	✓
HK-33	Law-change update notices Written notice and revised templates when a law the kit relies on changes.	Service by the firm	—	—	✓	✓
HK-34	Consultation allowance 6 hours a year, in sessions of up to 60 minutes. Unused hours lapse at the end of the year.	Consultation	—	—	✓	✓
HK-35	Corrective-action tracking and half-yearly compliance summary The firm keeps the gap register current and sends a written summary every six months.	Service by the firm	—	—	✓	✓
HK-36	Group dashboard, branch applicability and management reporting Facility-wise trackers rolled into one group view; group policy library; custom audits; contract and litigation registers.	Service by the firm	—	—	—	✓

Not included in any package

- Replies to legal notices, show-cause notices and inspection reports
- Representation before the registering authority, BSPCB, consumer commissions, police or courts
- On-site audits beyond those included in the chosen package
- Drafting of procedure-specific clinical consent content (prepared by the treating clinicians; the firm can review it)
- Government application and registration fees, penalties and late fees
- Technical certificates: fire audits, structural stability, electrical inspection, AERB quality-assurance tests, equipment calibration
- Tax and accounting work, which remains with the hospital's Chartered Accountant

Preview: sample pages

ILLUSTRATION · REGISTRATIONS & RENEWALS TRACKER (HK-01)

Registration / licence	Valid until	Days left	Status	Apply by
Bio-medical waste authorisation	14-01-2029	824	Valid	16-09-2028
Fire safety certificate	30-11-2026	48	Apply now	01-09-2026
Drug licence (hospital pharmacy)	10-01-2027	89	Due within 90 days	11-11-2026
Registration of the establishment	—	Validity not recorded		

Days left, status and apply-by date are calculated by the workbook. Dates shown are illustrative.

EXTRACT · INSPECTION PREPARATION CHECKLIST (HK-21), SECTION E

Item	Evidence	Ref.	Yes / No / N/A
BMW authorisation from BSPCB, current	Authorisation	C-C01, B-C01	
Colour-coded bins with liners; bar-coded bags; sharps containers	Site	C-C02	
Daily BMW register and CBWTF handover receipts	Register	C-C05, C-C06	
Training and immunisation records of staff	Register	C-C02	
Form IV annual report filed by 30 June; accident register	Copy	C-C03, C-C04	

EXTRACT · MASTER COMPLIANCE CHECKLIST (HK-23)

ID	Requirement	Classification	Verification
C-C03	Submit the BMW annual report in Form IV for the preceding calendar year by 30 June.	Mandatory	Verified – secondary source
B-A03	Register under the Bihar Small and Medium Healthcare Establishments Regulations, 2026 before operating.	Mandatory	Verified – secondary source
B-B01	Fire NOC or fire safety certificate where the building's height or occupancy requires it.	Verification pending	Pending verification

Every item carries its source and verification status, so nothing unconfirmed is presented as settled law.