



REPUBLIC OF KENYA

**MINISTRY OF PUBLIC SERVICE, GENDER AND AFFIRMATIVE ACTION
STATE DEPARTMENT FOR PUBLIC SERVICE**

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30th June, 2023

All Principal Secretaries
The Solicitor-General
The Chief Executive Officer, Council of Governors

PROVISION OF THE COMPREHENSIVE MEDICAL INSURANCE SCHEME FOR CIVIL SERVANTS FOR THE FINANCIAL YEAR 2023/2024

Reference is made to the Contract for provision of the Comprehensive Medical Insurance Scheme for Civil Servants (CMISCS) for the Financial Year (FY) 2023/2024 administered by the National Health Insurance Fund (NHIF). The Contract shall be executed for a period of one (1) year with effect from 1st July, 2023. The Scheme covers National Government employees in Ministries/Departments and officers seconded to the County Governments.

The Key highlights of the renewed Contract provisions for the period 1st July, 2022 to 30th June, 2023 are as follows:

- i. Beneficiaries comprise of a principal member, one (1) declared spouse and up to five (5) children of 0-21 years of age and/or up to 25 years if dependent on the principal member and enrolled in post-secondary education while age limits shall not apply to a child with disability who is wholly dependent on the principal member;
- ii. All Officers in Civil Service Grade (CSG) 17 -4 (Job Group "A" - "T") have been assigned limits on a family shared basis and placed on fee for service model during the Contract Period from 1st July, 2023 to 30th June, 2024;
- iii. All Scheme members in CSG 17-4 (Job Group "A" - "T") and their beneficiaries shall access outpatient, inpatient, dental, optical, emergency road rescue and overseas treatment services;
- iv. The Scheme members to ensure prudent utilization of the assigned shared family limits as indicated in table 1 below;

Civil Service Grade (CSG) (Job Group – JG)	In – Patient	Out-Patient	Dental	Optical	Maternity (charged within the inpatient limits)
CSG 17-13 (A-G)	700,000	70,000	50,000	40,000	100,000
CSG 12 (H)	700,000	70,000	50,000	40,000	100,000
CSG 11 (J)	700,000	70,000	50,000	40,000	150,000
CSG 10 (K)	700,000	70,000	50,000	40,000	150,000
CSG 9 (L)	1,000,000	100,000	50,000	40,000	150,000
CSG 8 (M-N)	1,500,000	200,000	50,000	40,000	150,000
CSG 7 (P)	1,750,000	225,000	50,000	40,000	150,000
CSG 6-4 (Q, R, S, T)	2,500,000	350,000	50,000	40,000	200,000

Table 1: Comprehensive Medical Insurance Scheme for Civil Servants Benefit Limits of Liability in Kenya Shillings

- v. Beneficiaries in various counties on CSG 17-10 (Job Group "A"- "K") will access high-end healthcare facilities only on referral basis and emergency situations. The list of the referral facilities is available in the NHIF website;
- vi. Specialized services and inpatient discharges will be subject to authorization by the NHIF to ensure appropriateness and safety of specific treatment, sustainability of the scheme and realization of value for money;
- vii. All Civil Servants promoted within the Contract period shall continue to access similar shared family limits until expiry of the Contract on 30th June, 2024;
- viii. Ministries/Departments to ensure that all their employees' bio-data is updated including ID numbers and mobile numbers for improved access to medical services;
- ix. NHIF shall provide travel insurance cover on request to a Principal Member travelling outside the country. The following should be attached to the cover letter from the employer to NHIF for issuance of travel insurance: clearance letter from the authorising officer; copy of bio-data page of the passport/travel pass document;
- x. Beneficiaries of the CMISCS seeking overseas treatment shall first submit the request to NHIF for review before forwarding to the Ministry of Health for consideration;
- xi. Where a Principal Member exits the Service within the contract period, he/she and the dependents shall continue to access the benefits under medical insurance cover until the lapse of the period of insurance subject to payment of statutory contributions as per the existing legislation; and

- xii. For further enquires contacts on the Scheme can be made on the NHIF 24-hour toll free number **0800720601** and use ***155#** to update mobile phone numbers in order to receive NHIF alerts on utilization and authorisations and/or assistance on the CMISCS. In addition, members are encouraged to contact the following NHIF officers:

- | | | |
|------------------------|---|------------------------------|
| 1. Ms. Anne Kibor | - | 0721797328 |
| 2. Mr. Erastus Makali | - | 0725264861 |
| 3. Ms. Rebecca Anyumba | - | 0732776673/0723482054 |
| 4. Mr. Hassan Bagaja | - | 0723361416 |

The purpose of this circular, therefore, is to request you to bring the contents of provisions of the contract for the Financial Year 2023/2024 to the attention of all the staff in your respective Ministry/Department/Institution for information and implementation.



AMOS N. GATHECHA, EBS, 'ndc' (K)
PRINCIPAL SECRETARY

Copy to: **The Chief of Staff and Head of Public Service**
Executive Office of the President
NAIROBI

The Cabinet Secretary
Ministry of Public Service, Gender and Affirmative Action
NAIROBI

The Ag. Chief Executive Officer
National Health Insurance Fund
NAIROBI