

Claim process (Hospitalization and OPD)

Reimbursement process for hospitalization claim: Please find the attached claim form and check list of the required documents for reimbursement of the hospitalization claim.

Note: As per instructions from the Insurance company, submission of original hard copies is mandatory for the claim process. Please courier/arrange to submit all the original hard copies to the below mentioned address.

Vipul Medcorp Insurance TPA Private Limited
Plot No-515, Phave-V, Udhog Vihar, Gurgaon, Haryana-122016

Hospital criteria for reimbursement: Any institution established for in-patient care and day care treatment of illness and/ or injuries and which has been registered as a hospital with the local authorities under the Clinical Establishments (Registration and Regulation) Act, 2010 or under the enactments specified under Schedule of Section 56(1) of the said Act, OR complies with all minimum criteria as under:

- i. has qualified nursing staff under its employment round the clock
- ii. has at least 10 inpatient beds, in those towns having a population of less than 10,00,000 and 15 inpatient beds in all other places
- iii. has qualified medical practitioner (s) in charge round the clock
- iv. has a fully equipped operation theatre of its own where surgical procedures are carried out
- v. maintains daily records of patients.

IPD claim submission timeline - within 30 days from the date of discharge.

Reimbursement process for OPD claim: Please find the below required documents list for OPD claim.

1. Claim form (Only highlighted fields needs to be filled for OPD claims)
2. Employee name printed cancelled cheque
3. Copy of the ID proof of patient
4. Payment receipts
5. Supporting prescriptions, reports, and films

Note: As per instructions from the Insurance company, submission of original hard copies is mandatory for the claim process. Please courier/arrange to submit all the original hard copies to the below mentioned address.

OPD claim submission timeline – OPD claim to be submitted on quarterly basis as per below timelines.

Quarters	Claim submission timeline
1 April to 30 June	1-July to 10-July 2022
1 July to 30 Sep	1-Oct to 10-Oct 2022
1 Oct to 31 Dec	1-Jan to 10-Jan 2023
1 Jan to 31 Mar	1-April to 10-April 2023

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Plot No-515, Phave-V, Udhog Vihar, Gurgaon, Haryana-122016 Documents submission time - within 30 days from the OPD bill date.