- **SLT Medical Benefit**
- HR / ER Section
- Available benefits

Benefit	Max. Amount	Eligibility	Entitle to
Pair of spectacles	40000 /-	Once in two years	Employee only
Dental	20000/-	Annually from 53000/- (balance carried forward for 2 years)	Immediate Family
General Check ups	25000/-	Annually from 53000/- (balance carried forward for 2 years)	Immediate Family
Vaccine	7500/-	Annually from 53000/- (balance carried forward for 2 years)	Immediate Family
Indoor Hospitalization	53000/-	Annually 53000/- (balance carried forward for 2 years)	Immediate Family
Parents hospitalization	53000/-	Available balance in the current year	Parents of married employees
Parents Check ups	25000/-	Available balance in the current year	Parents of married employees

► **Immediate family:**

Married employee's immediate family –   Employee
                                          Spouse
                                          Children age below25 and unmarried

Unmarried employee's immediate family –   Employee's
                                          both parents (father & mother)

Important :

Parents - Employee's parents and spouse's parents are not immediate family of a married employee

► **Critical Illness Medical Benefit**
Rs. 400,000/- once in the service period

➢ **Eligibility**
Employee & Immediate Family only

➢ **The Two Types of Critical Illness Benefit**

➢ Prior to Surgery
- **Required Documents – Hospitalization letter**
  - **Employee request**
  - **Prescription & diagnosis of surgery**
  - **Estimated cost on Surgery from the relevant hospital**

➢ After surgery & Agrahara reimbursement (balance reimbursement)
- **Required Documents –   Employee request.**
  - **Diagnosis card issued by hospital**
  - **Original receipts & Detail bill (if reimbursed through Agrahara photocopies are accepted)**

Things to Note
Financial support for **Critical Illness Benefit** is given once in the service period of the employee.

Should Submit.

- Total cost of surgery
- Any reimbursement details (payment done through Agrahara/SLT medical benefit)
- Name of the patient & relationship to patient
- Employee service number, Name & contact number

- **How we apply for normal medical claim ?**

- Active employee   -through ERP
- Inactive employee   –through reimbursement form
- Maternity leave employee   –through reimbursement form

- **Reasons for delay**

- Claim not submitted properly through ERP (only reimbursement form sent/or bills are sent)
- Claim only save in ERP but not submitted
- Documents not sent to medical section after entering in the system
- A bill sent without employee details(svc, name contact)
- <u>Lack of document</u>
- Original payment receipts not submitted
- Bills not clear/ seal not placed/Name does not appear
- <u>Dependents details not updated</u>
- Incorrect dependent details
- Bill name & system name does not match
- Conti..
- Employee has withdrawn the claim mistakenly
- Rejected claim resubmission issues
- Lack of knowledge on medical benefit (twist with Agrahara)
- Enter to the system before receiving Agrahara payment and send documents to medical section.
- Each and every incorrect details entered to the system needs to be changed by officer in-charge of medical
- Medical claims for the full year is submitted at once at the last moment

Documents need to be submitted with ERP expense report printout

Check up & Vaccine	Dr.'s prescription, Original receipt/bill with paid seal and patient name
Dental	Original receipt/bill with paid seal and patient name, Dr.'s prescription (optional)

Pair of Spectacles	Dr.'s prescription &channeling receipt, Original receipt/bill with paid seal and patient name
Married/Unmarried & parents	Copy of diagnosis card Not sent to Agrahara), Original advance payment receipt Original Detail bill & all receipts/bills with paid seal and patient name
Balance Payment after Agrahara Claim	Copy of diagnosis card , advance payment receipt, copy of detailed bill & all receipts/bills with paid seal and patient's name, if possible attached payment confirmation SMS/letter sent by Agrahara

► Updating dependent details in ERP
► Supportive documents needed to be scanned & saved
- ► Spouse   – Spouse's birth certificate , Marriage Certificate & NIC
- ► Children   - Birth certificate
- ► Employee Parents   - Employee's birth certificate & parent's birth certificate/ NIC
- ► Spouse Parents   - Spouse's Birth certificate & parent's birth certificate/ NIC
  - ❑ ***If spouse details not added before need to attach the marriage certificate***

► **Path to be followed**
1. ERP

2. Employee Self Service

3. Personal Information

- ▪ Go down - Dependent & Beneficiaries

- ▪ Click Add

- ▪ Enter all details as in birth certificate

- ▪ Click next

- ▪ Attached documents by click on here

▪ Submit

Agrahara

▶ **Important facts**
▶ Eligible - All Permanent staff
▶ Newly recruited staff eligibility
- ▶ Normal surgery benefit (Rs.400,000/-) eligible after 6 months
- ▶ Critical surgery benefit eligible after 9 months (only for employee)
  Cancer Rs. 600,000/-
  Heart Surgery Rs. 1,000,000/-
  Brain Surgery Rs. 1,200,000/-
- ▶ Maternity benefit Rs.125,000/- cesarean Rs.50,000/- Normal delivery (Employee/Spouse)
▶ Payment eligibility period – need to send to Agrahara before 90 days
▶ Normal hospitalization claims eligibility   Employee/spouse/children (below 21 years)/unmarried employee's parent (below 70 years)
▶ Critical illness benefit - only the employee is eligible

▶ **Documents**

▶ Filled Agrahara form signed by the employee
▶ Original advance receipts and all other receipts
▶ Original detail bill
▶ True copy of diagnosis

▶ If patient is spouse/children/parent following documents required
- o Spouse – True copy of marriage certificate
- o Children (below 21 years) – True copy of birth certificate
- o Parents (below 70 years) of **unmarried** employee– true copy of birth certificates of parent and employee

▶ Before send it to medical section please keep a photocopy set of diagnosis card/ advance receipt/all payment receipts to use balance claim from SLT medical

▶ **When SLT employee & the dependent both are beneficiaries of Agrahara**
▶ Both are working in private sector/SLT
  ▶ Patient or one should apply for Agrahara
▶ Dependent working in government sector

both can apply for Agrahara same time
First original submitted from patient side
Certified photocopy set (issued by relevant institute) need to submit