

## CLAIMS SUBMISSION CHECKLIST

Claim Submission Timeline: Within 75 days from date of Discharge.

Only Female Employee Maternity Claim submission timeline within 180 days from date of discharge.

Request you to refer the below check list for claim submission and provide all the Documents in Original.

Original Discharge Card / Discharge Summary duly signed by treating doctor and with hospital stamp.

1. Duly filled and signed claim form with exact claimed amount (Part 'A' to be filled by Employee and only if claiming Main Hospitalization bill as
2. Reimbursement then Part 'B' to be filled by Hospital).
3. Copy of Valid Photo Id Proof of the Patient and Employee (AADHAAR CARD, PAN CARD).
4. A clear copy of the Cancelled Cheque Leaf of the Employee with the name pre-printed on it OR clear copy of 01st page of Bank A/c Statement with Name, A/c # and IFSC code.
5. Hospital detail break up bill with serial no. duly signed and Stamp by Hospital.
6. Pre-numbered hospital payment receipt, advance paid receipt duly signed and Stamp.
7. Pharmacy bills along with prescriptions (please make sure patient name and printed bill number should be mentioned on the bill)
8. Investigation reports (Original) along with Bills and Payment Receipts for the investigations done within OR
9. Investigation reports, particularly those related to pathology should be signed by a qualified MD pathologies.
10. Doctor's consultation papers, if any.
11. All LAB Investigation Printed reports along with prescriptions (Imaging Films, ECG Strips, Doppler / Angiogram CD is not required).
12. Hospital Registration Certificate.
13. In case of submission post 75 days, reason for Delay in submission of Documents - Kindly provide delay reason letter to present it to Insurer for Approval.
14. If an employee has availed a cashless but same is not utilized in that case letter from the hospital mentioning the cancellation of Cashless for not utilized.
15. Any other original documents related to the claim.
16. Only in case of Road Accident cases MLC/FIR is Mandatory.
17. Submit the Implant Sticker if used during Hospitalization.

To Claims Department  
Medi Assist Insurance TPA Pvt. Ltd.,  
Gala No 17, Mehta Estate  
Sir Mathuradas Vasanji road, Gundavali  
Andheri East, Mumbai- 400093