

Check List for original Documents to be submitted for Reimbursement Claim.			
Name Of Corporate :	Location:	Date	
Name of Employee :		Patient Name :	
Employee Code :		MA id :	
Contact Number :		E Mail id:	

All reimbursement claims MUST be submitted within 30 days from the date of discharge from Hospital. (Pre-Hospitalization Expenses) up to 30 days prior to date of Admission in Hospital (excluding maternity). For Post - Hospitalization expenses i.e. all related expenses up to 60 days from Date of discharge excluding maternity.

All documents should be in ORIGINAL only (No photocopies please).

1. Discharge Card

(Contains details like Date of Admission & discharge, patient's condition while getting hospitalized, brief diagnosis & treatment administered at hospital & doctor's advice on discharge)

2. Claim Form Signed by Employee

(All details must be filled in & should be signed by the EMPLOYEE only)

3. Letter of 1st Consultation and advice for hospitalization

(This is the document vide which your Doctor advises you to get hospitalized for medical treatment of disease or a Surgical Procedure. It should be on letterhead of the Doctor & should mention the date.)

4. Proper Hospital Bill with Receipts Duly Stamped & Signed.

(This is most important document & in absence of it, no payment can be made. The bill should be detailed. Also insist that the Registration No. of the hospital is mentioned on the bill. The receipt for the payments made should be Pre-numbered and preferably Pre-printed.)

5. Medicine Bills With Doctor's prescriptions for the same

(Each medicine bill must have date & patient's name along with Doctor Prescription for medicine advice)

6. Investigation Reports, Bill Receipts & treating doctor requisition (advice) for all the Tests performed

(For all the tests conducted, a receipt of payment should be produced & the Original report should be submitted. report by competent doctor is good enough. In case of X-ray film requirement same will be communicated separately)

7. Consultation Paper & Receipts

(This is the proof of payment made to doctor for consultations. As these payments are small in denominations, we often forget to get these receipts & lose on the payments. Please insist on paper & receipt every time you visit the doctor for consultation.)

8. Photo ID proof and address proof of Claimant

(Reimbursement claims which are above Rs. 1 lakh, please attached Photo ID proof & address proof of patient and Employee.)

9. NEFT Details (Cancelled Cheque of the Insured)

(Require Bank details of the policy holder (Corporate / Claimant) with printed name of Account holder in cancelled chq, A/c number, A/c type, IFSC code, Bank passbook for electronic fund transfer copy)

10. Indoor Case Paper (ICP Paper) and Copy of registration certificate of Hospital and no of beds details

(Indoor case papers are the complete treatment record during your stay at the hospital. These are internal records of the hospital and can be demanded from them. The hospital will be able to provide you a copy of the entire set and you need to submit the same to us)

Additional documents for some Common Procedures

1. Maternity

- Certificate of Gravida Status - GPLA (*As the Maternity expenses are paid only for two children, this certificate indicating no. living children of the claimant is **MUST**. This could be mentioned on the Discharge Card itself OR may be a separate certificate on the Letterhead of treating Doctor.*)
- While submitting hospitalisation claim for New Born baby please attached Separate Claim form.

2. Cataract

- IOL (Intra-Ocular Lens) –
- Sticker (*This sticker indicates the Make & Model of the lens along with its Serial no. This is a proof that Cataract surgery was performed & an IOL is implanted.*)
- Tax Invoice for IOL

3. Accident Cases (*involving Motor Vehicle/ Road Traffic Accident*)

- First Information Report (FIR) / MLC (Medico Legal Case)
(*A copy of the report filed with the nearest Police Station informing them about the accident. This report can be filed in any of the Police Station & copy of the report is given to the complainant Free of Cost.*)

4. Death at Hospital

- Death Certificate (*This certificate is issued by the local Municipal Authority or any local authority.*)
- Death Summary (*As the patient has died & then shifted from hospital, there is no Discharge Certificate issued for such cases. In lieu of Discharge Card, a Death Summery is issued indicating the patient condition & cause of death at hospital. This is **MUST** for cases involving death at hospital.*)

The above is only an indicative list and additional documents may be required depending on the nature of the claim