

Documents Check-list - Group Mediclaim Policy

1. Signed mediclaim claim form.
2. Salary account canceled Cheque (Proposer name should be printed).
3. Main hospital bills in original (with Bill no, Receipt No. signed and stamped by the hospital) with all charges itemized along with Original Payment Receipts.
4. Original discharge card/ Discharge summary.
5. Original attending doctors' bills and receipts (if separate from hospital bill) and certificate regarding diagnosis.
6. Original reports of bills and receipts for medicines, investigations along with doctors prescription in original.
7. Original follow-up advice or letter for line of treatment after discharge from hospital, from Doctor.
8. Original break up with details of pharmacy items, materials, investigations even though it is there in the main bill.
9. In case the hospital is not registered, please get a letter on the Hospital letterhead mentioning the number of beds and availability of doctors and nurses round the clock.
10. In non-network hospitalization, please get the hospital and doctor's registration number in hospital letterhead and get the same signed and stamped by the hospital.
11. Photocopy of TPA mediclaim card.
12. Self attested Aadhar card copy of patient & employee and self attested Pan Card copy of employee.

TPA reserves the right to request for any additional documents for medical investigation to determine eligibility of the claim.

Please keep one set of photocopy of all the documents submitted for reimbursement.

NOTE : Ailment wise Mandatory Documents: