

PARAMOUNT HEALTH SERVICES & INSURANCE TPA PRIVATE LIMITED (IRDA License No. 006)			
[formerly known as PARAMOUNT HEALTH SERVICES (TPA) PVT.LTD]			
Plot no.A-442, Road No-28,M.I.D.C Industrial Area, Wagale Estate, Ram Nagar, Vitthal Rukmani Mandir, Thane (W), Mumbai, Pin Code – 400 604			
CLAIM ACKNOWLEDGMENT SHEET			
Name of Insurer:	ABC Insurance Company	PHS ID:	LMN1234 --- Enter PHS ID
Insured Name:	XYZ --- Name of person to which policy belongs	Employee No:	XYZ890 --- Enter your Employee No.
Patient Name:	PQR --- Name of person who is covered in policy and claiming benefits for.	Mobile No:	XXXXXXXXXX
Policy No:	12345678 --- Enter policy number	Phone (STD):	+XX - XXXXXXXX
Name of Corporate:			
Type of Claim (To be ticked) :	<input checked="" type="checkbox"/> Main Hospitalization / Pre-Post Hospitalization / OPD Claim / Deficiency Retrieval / Critical Illness / Cash Benefit	E-Mail ID of primary insured:	xyz@gmail.com
CLAIM DOCUMENT CHECK LIST			
Sr. No	Description	Document Status(Y/N)	Remarks
1	IRDA Claim Form duly signed by the Insured & Hospital	Y	
	Part-A: Duly signed by the insured with Claimed amount, Mobile number & Email ID along with PHS ID	Y	
	Part-B: Duly signed and stamped by hospital	Y	
	Declaration form duly signed & stamped by the hospital in case treatment taken is under PPN/GIPSA hospitals.	N	
2	In case of No Intimation / Delay Intimation & Delay in submission of claim, a letter from insured is required stating reason for the same.	N	
3	Original Cancelled Cheque Leaf of Employee/Proposer with the Name of the Account Holder Printed on the Cheque Leaf.	Y	
4	ID Proof of Employee / Primary Insured- Any of one (Passport, Voter ID, Driving License, Or any Government Approved ID ) . If Claim is above 1 lakh- PAN is mandatory with address Proof	Y	
5	ID Proof of Patient- Any of one (Passport, Voter ID, Driving License, Or any Government Approved ID )	Y	
6	Original detailed Discharge Summary as per IRDA Format / Day care summary from the hospital (in case of Day Care Treatment) / Death Summary (in Case of Death Claim)	N	
6.a	Copy of the Legal heir certificate (if the claim is for the death of the principle insured)	N	
6.b	Copy of Post Mortem Report & Death Certificate (In Accidental Death cases)	N	
7	Policy Copy ( if individual policy)	N	
8	64VB Compliance Certificate ( If individual policy)	N	
9	Original Final Hospital bill with cost wise breakup of each Item	Y	
10	Original Payment Receipt of Main Hospital bill ( both Deposit / Refund)	Y	
10.a	Receipt Of Payments made at the Hospital by Credit Card : Please attach the Xerox Copy of the Credit Card Payment Slip as received from the Vendor	N	
11	Original copy of Implant Invoice along with Payment Receipts & Implant Labels / Stickers for Stents/ Mesh/ IOL	N	
12	Original bills, original Payment Receipts and investigation / Laboratory Reports	Y	
13	Original medicine bills specifying Patient Name and date of purchase along with supporting Prescriptions.	Y	
14	Original copy of First Consultation letter and subsequent Prescriptions.	Y	
15	Hospital Registration certificate issued by Competent authority as per Indian nursing council Act 1947 (If hospital not falls in GIPSA/PPN )	N	
16	OTHER DOCUMENTS		
16.a	Original copy of Obstetric history (Gravida, Para, Living children, Abortions) from treating doctor. (Maternity Claim)	N	
16.b	Original Sonography Report in case of Maternity Claim	N	
16.c	Original A-Scan Report along with IOL Sticker and Tax paid invoice in case of Cataract Claim	N	
16.d	Copy of the First Information Report (FIR) from Police Department / Copy of the Medico-Legal Certificate (MLC) in case of Road Traffic Accident (RTA)	N	
16.e	A medical certificate from a doctor not less qualified than MD/MS confirming the diagnosis of critical illness along with the Investigation reports/Other related documents reflecting the critical illness diagnosis. (Critical Illness Cases)	N	
16.f	In case of claims where the insured has submitted documents to another insurance co./TPA, he needs to submit attested Photocopies of all the documents along with detailed claim settlement letter from the TPA and any unpaid bills and receipt for the same in originals.	N	
Claims Submitted by : Insured / Corporate / Agent / Broker / Insurer / Hospital			
Claim Submitted by:	XYZ – The person who fills the claim form and submits the claim	Mobile No.	XXXXXXXXXX – Number of the person who will submit the claim
Date of Claim Submission:	DD/MM/YYYY HH:MM --- Format of Date & Time	PHS Executive Name:	Name of the person to whom you submitted the claim at PHS office.
Claim Submitted at:	PHS - (Location) / Help Desk – Enter location where you will submit the claim	Signature:	Sign of the person who submits the claim
<b>Important Points to Remember:-</b>			
1. Please mark either <input checked="" type="checkbox"/> or <input type="checkbox"/> against respective check box			
2. Date of File Received will be considered as next working day for Claim Files picked up at Help Desk			
3. Claim Need to be Submitted within 7 Working Days from Date of Discharge from Hospital			
4. The above list of documents is indicative. In case of any other document requirement as specified by the Insurance Company, our document recovery team will contact you on receipt of your claim documents by us			
5. Please visit us at <a href="http://www.paramounttpa.com">www.paramounttpa.com</a> to check Online Claim Status or download Paramount Mobile App			
6. Member is advised to keep photocopies of all the papers since Insurer requires all the above documents in original. Documents once submitted will not returned unless approved & agreed by Insurer			
7. Corrections in any documents are not allowed, otherwise it will not be entertained during adjudication.			

CLAIM FORM - PART A' to 'CLAIM FORM FOR HEALTH INSURANCE POLICIES OTHER THAN TRAVEL AND PERSONAL ACCIDENT - PART A  
TO BE FILLED BY THE INSURED  
(To be Filled in block letters)

The issue of this Form is not to be taken as an admission of liability

DETAILS OF PRIMARY INSURED:

a) Policy No.: 1 2 3 4 5 6 7 8 b) Sl. No/ Certificate no.  
c) Company/ TPA ID No: L M N 1 2 3 4  
d) Name: X Y Z S U R N A M E F I R S T N A M E M I D D L E N A M E  
e) Address: A D D R E S S  
City: M A H A R A S H T R A State:  
Pin Code: 4 0 0 0 0 1 Phone No: X x x x x x x x x x x x x x Email ID: xyz@gmail.com

DETAILS OF INSURANCE HISTORY:

a) Currently covered by any other Medica/ Health Insurance: Yes No b) Date of commencement of first Insurance without break: D D M M Y Y Y Y  
c) If yes, company name: Policy No.  
Sum insured (Rs.) d) Have you been hospitalized in the last four years since inception of the contract? Yes No Date: M M Y Y  
Diagnosis:  
f) If yes, company name:

DETAILS OF INSURED PERSON HOSPITALIZED:

a) Name: P Q R S U R N A M E F I R S T N A M E M I D D L E N A M E  
b) Gender Male Female c) Age years Y Months M M d) Date of Birth D D M M Y Y Y Y  
e) Relationship to Primary insured: Self Spouse Child Father Mother Other (Please Specify)  
f) Occupation Service Self Employed Home Maker Student Retired Other (Please Specify)  
g) Address (if different from above):  
City: State:  
Pin Code: Phone No: Email ID:

DETAILS OF HOSPITALIZATION:

a) Name of Hospital where Admitted: H O S P I T A L N A M E  
b) Room Category occupied: Day care Single occupancy Twin sharing 3 or more beds per room  
c) Hospitalization due to: Injury Illness Maternity d) Date of injury / Date Disease first detected /Date of Delivery: D D M M Y Y Y Y  
e) Date of Admission: D D M M Y Y f) Time H H M M g) Date of Discharge: D D M M Y Y h) Time: H H : M M  
i) If injury give cause: Self inflicted Road Traffic Acci lent Substance Abuse / Alcohol Consumption I) If Medico legal Yes No  
ii) Reported to Police Yes No iii. MLC Report & Police FIR attached Yes No j) System of Medicine:

DETAILS OF CLAIM:

a) Details of the Treatment expenses claimed  
i. Pre -hospitalization expenses Rs. 7 0 0 0 ii. Hospitalization expenses Rs. 1 1 0 0 0  
iii. Post-hospitalization expenses Rs. 5 0 0 iv. Health-Check up cost: Rs.  
v. Ambulance Charges: Rs. 1 0 0 0 vi. Others (code): Rs.  
vii. Pre -hospitalization period: days 0 7 viii. Post -hospitalization period: days  
b) Claim for Domiciliary Hospitalization: Yes No (If yes, provide details in annexure)  
c) Details of Lump sum / cash benefit claimed:  
i. Hospital Daily cash: Rs. ii. Surgical Cash: Rs.  
iii. Critical Illness benefit: Rs. iv. Convalescence: Rs.  
v. Pre/Post hospitalization Lump sum benefit: Rs. vi. Others: Rs.  
Total Rs.

Claim Documents Submitted - Check List:  
☒ Claim form duly signed  
☐ Copy of the claim intimation, if any  
☒ Hospital Main Bill  
☒ Hospital Break-up Bill  
☒ Hospital Bill Payment Receipt  
☒ Hospital Discharge Summary  
☒ Pharmacy Bill  
☐ Operation Theater Notes  
☐ ECG  
☐ Doctor's request for investigation  
☐ Investigation Reports (Including CT / MRI / USG / HPE)  
☒ Doctor's Prescriptions  
☐ Others

DETAILS OF BILLS ENCLOSED:

Sl. No.	Bill No.	Date	Issued by	Towards	Amount (Rs)
1.	XXXXXX	0 9 0 8 2 2		Hospital main Bill	1 1 0 0 0
2.	XXXXXX	0 6 0 8 2 2		Pre-hospitalization Bills: Nos	7 0 0 0
3.	XXXXXX	1 3 0 8 2 2		Post-hospitalization Bills: Nos	5 0 0
4.	XXXXXX	1 5 0 8 2 2		Pharmacy Bills	1 0 0 0
5.		D D M M Y Y			
6.		D D M M Y Y			
7.		D D M M Y Y			
8.		D D M M Y Y			
9.		D D M M Y Y			
10.		D D M M Y Y			

DETAILS OF PRIMARY INSURED'S BANK ACCOUNT::

a) PAN: A B C D E F 5 5 5 5 b) Account Number: 5 x x x x x x x x x x x x x x x x  
c) Bank Name and Branch: A B C D E F G H I J  
d) Cheque / DD Payable details: e) IFSC Code: x x x x x x x x x x x x x x x x

(IMPORTANT: PLEASE TURN OVER)

## DECLARATION BY THE INSURED:

I hereby declare that the information furnished in the claim form is true & correct to the best of my knowledge and belief. If I have made any false or untrue statement, suppression or concealment of any material fact with respect to questions asked in relation to this claim, my right to claim reimbursement shall be forfeited, I also consent & authorize TPA / Insurance Company, to seek necessary medical information / documents from any hospital / Medical Practitioner who has attended on the person against whom this claim is made. I hereby declare that I have included all the bills / receipts for the purpose of this claim & that I will not be making any supplementary claim except the pre/post-hospitalization claim, if any.

Date **D** **D****M** **M****Y** **Y** **Y** **Y**

Place:

Mumbai

Signature of the Insured



SECTION H

## GUIDANCE FOR FILLING CLAIM FORM - PART A (To be filled in by the insured)

DATA ELEMENT	DESCRIPTION	FORMAT
<b>SECTION A - DETAILS OF PRIMARY INSURED</b>		
a) Policy No.	Enter the policy number	As allotted by the Insurance Company
b) Sl. No/ Certificate No.	Enter the social Insurance number or the certificate number of social health insurance scheme	As allotted by the organization
c) Company TPA ID No.	Enter the TPA ID No.	Licence number as allotted by IRDA and printed in TPA documents.
d) Name	Enter the full name of the policyholder	Surname, First name, Middle name
e) Address	Enter the full postal address	Include Street, City and Pin code
<b>SECTION B - DETAILS OF INSURANCE HISTORY</b>		
a) Currently covered by any other Medicaclaim / Health Insurance?	Indicate whether currently covered by another Medicaclaim / Health Insurance	Tick Yes or No
b) Date of commencement of first Insurance without break	Enter the date of commencement of first Insurance	Use dd-mm-yy-format
c) Company Name	Enter the full name of the Insurance Company	Name of the organization in full
Policy No.	Enter the policy number	As allotted by the Insurance Company
Sum insured	Enter the total sum insured as per the policy	In rupees
d) Have you been Hospitalized in the last four years since Inception of the contract?	Indicate whether hospitalized in the last four years	Tick Yes or No
Date	Enter the date of Hospitalization	Use mm-yy format
Diagnosis	Enter the diagnosis details	Open Text
e) Previously covered by any other Medicaclaim / Health Insurance?	Indicate whether previously covered by another medicaclaim / Health Insurance	Tick Yes or No
f) Company Name	Enter the full name of the Insurance Company	Name of the organization in full
<b>SECTION C - DETAILS OF INSURED PERSON HOSPITALIZED</b>		
a) Name	Enter the full name of the patient	Surname, First name, Middle name
b) Gender	Indicate Gender of the patient	Tick Male or Female
c) Age	Enter age of the patient	Number of years and months
d) Date of Birth	Enter Date of Birth of patient	Use dd-mm-yy format
e) Relationship to primary Insured	Indicate relationship of patient with policyholder	Tick the right option, if others, please specify
f) Occupation	Indicate occupation of patient	Tick the right option. If others, please specify.
g) Address	Enter the full postal address	Include Street, City and Pin code
h) Phone No	Enter the phone number of patient	Include STD code with telephone number
i) E-mail ID	Enter e-mail address of patient	Complete e-mail address
<b>SECTION D - DETAILS OF HOSPITALIZATION</b>		
a) Name of Hospital where admitted	Enter the name of hospital	Name of hospital in full
b) Room category occupied	Indicate the room category occupied	Tick the right option
c) Hospitalization due to	Indicate reason of hospitalization	Tick the right option
d) Date of injury/Date Disease first detected / Date of Delivery	Enter the relevant date	Use dd-mm-yy format
e) Date of admission	Enter date of admission	Use dd-mm-yy format
f) Time	Enter time of admission	Use hh-mm- format
g) Date of discharge	Enter date of discharge	Use dd-mm-yy format
h) Time	Enter time of discharge	Use hh-mm- format
i) If injury give cause	Indicate cause of injury	Tick the right option
If Medico legal	Indicate whether injury is medico legal	Tick Yes or No
Reported to Police	Indicate whether police report was filed	Tick Yes or No
MLC Report & Police FIR attached	Indicate whether MLC report and Police FIR attached	Tick Yes or No
j) System of Medicine	Enter the system of medicine followed in treating the patient	Open Text
<b>SECTION E - DETAILS OF CLAIM</b>		
a) Details of Treatment Expenses	Enter the amount claimed as treatment expenses	In rupees (Do not enter paise values)
b) Claim for Domiciliary Hospitalization	Indicate whether claim is for domiciliary hospitalization	Tick Yes or No
c) Details of Lump sum/ Cash benefit claimed	Enter the amount claimed as lump sum / cash benefit	In rupees (Do not enter paise values)
d) Claim documents Submitted-Check List	Indicate which supporting documents are submitted	Tick the right option
<b>SECTION F - DETAILS OF BILLS ENCLOSED</b>		
Indicate which bills are enclosed with the amount in rupees		
<b>SECTION G - DETAILS OF PRIMARY INSURED'S BANK ACCOUNT</b>		
a) PAN	Enter the permanent account number	As allotted by the Income Tax Department
b) Account Number	Enter the Bank account number	As allotted by the Bank
c) Bank Name and Branch	Enter the Bank name along with the branch	Name of the Bank in full
c) Cheque/ DD payable details	Enter the name of the beneficiary the cheque / DD should be made out to	Name of the individual / organization in full
c) IFSC Code	Enter the IFSC code of the Bank branch	IFSC code of the Bank branch in full
<b>SECTION H - DECLARATION BY THE INSURED</b>		
Read declaration carefully and mention date (in dd:mm:yy format), place (open text) and sign.		

(To be Filled in block letters)

## SECTION A

## SECTION B

## SECTION C

## SECTION B

## SECTION E

## SECTION F

# CONFIDENTIAL

**ADDITIONAL DETAILS IN CASE OF NON NETWORK HOSPITAL (ONLY FILL IN CASE OF NON-NETWORK HOSPITAL)**

### DECLARATION BY THE HOSPITAL

(PLEASE READ VERY CAREFULLY)

Date:

Place: 

Signature and Seal of the Hospital Authority:

GUIDANCE FOR FILLING CLAIM FORM - PART B (To be filled in by the hospital)		
DATA ELEMENT	DESCRIPTION	FORMAT
<b>SECTION A - DETAILS OF HOSPITAL</b>		
a) Name of the hospital:	Enter the name of hospital	Name of the hospital in full
b) Hospital ID	Enter ID number of hospital	As allocated by the TPA
c) Type of Hospital	Indicate whether in network or non network hospital	Tick the right option
c) Name of treating doctor	Enter the name of the treating doctor	Name of doctor in full
e) Qualification	Enter the qualification of the treating doctor	Abbreviations of educational qualifications
f) Registration No. with State Code	Enter the registration number of the doctor along with the state code	As allocated by the Medical Council of India
g) Phone No.	Enter the phone number of doctor	Include STD code with telephone number
<b>SECTION B - DETAILS OF THE PATIENT ADMITTED</b>		
a) Name of Patient	Enter the name of patient	Name of patient in full
b) IP Registration Number	Enter insurance provider registration number	As allocated by the insurance provider
c) Gender	Indicate Gender of the patient	Tick Male or Female
d) Age	Enter age of the patient	Number of years and months
e) Date of Birth	Enter date of birth	Use dd-mm-yy format
f) Date of Admission	Enter date of admission	Use dd-mm-yy format
g) Time	Enter Time of admission	Use hh:mm format
h) Date of Discharge	Enter date of Discharge	Use dd-mm-yy format
i) Time	Enter time of Discharge	Use hh:mm format
j) Type of Admission	Indicate type of admission of patient	Tick the right option
k) If Maternity		
i. Date of Delivery	Enter Date of Delivery if maternity	Use dd-mm-yy format
ii. Gravida Status	Enter Gravida status if maternity	Use standard format
l) Status at time of discharge	Indicate status of patient at time of discharge	Tick the right option
M) Total claimed amount	Indicate the total claimed amount	In rupees (Do not enter paise values)
<b>SECTION C - DETAILS OF AILMENT DIAGNOSED (PRIMARY)</b>		
a) ICD 10 Code		
Primary diagnosis	Enter the ICD 10 Code and description of the primary diagnosis	Standard Format and Open text
Additional Diagnosis	Enter the ICD 10 Code and description of the additional diagnosis	Standard Format and Open text
Co-morbidities	Enter the ICD 10 Code and description of the Co-morbidities	Standard Format and Open text
b) ICD 10 PCS		
Procedure 1	Enter the ICD 10 Code and description of the first procedure	Standard Format and Open text
Procedure 2	Enter the ICD 10 Code and description of the second procedure	Standard Format and Open text
Procedure 3	Enter the ICD 10 Code and description of the third procedure	Standard Format and Open text
Details of Procedure	Enter the details of the procedure	Open text
c) Pre-authorization obtained	Indicate whether pre-authorization obtained	Tick Yes or No
d) Pre-authorization Number	Enter pre-authorization number	As allotted by TPA
e) If authorization by network hospital not obtained, give reason	Enter reason for not obtaining pre-authorization number	Open text
f) Hospitalization due to injury	Indicate if hospitalization is due to injury	Tick Yes or No
Cause	Indicate cause of injury	Tick the right option
If injury due to substance abuse/alcohol consumption test conducted to establish this	Indicate whether test conducted	Tick Yes or No
Medico Legal	Indicate whether injury is medico legal	Tick Yes or No
Reported to Police	Indicate whether police report was filed	Tick Yes or No
FIR No.	Enter first information report number	As issued by police authorities
If not reported to police, give reason	Enter reason for not reporting to police	Open text
<b>SECTION D - CLAIM DOCUMENTS SUBMITTED-CHECK LIST</b>		
Indicate which supporting documents are submitted		
<b>SECTION E - DETAILS IN CASE OF NON NETWORK HOSPITAL</b>		
a) Address	Enter the full postal address	Include Street, City and Pin Code
b) Phone No.	Enter the phone number of hospital	Include STD code with telephone number
c) Registration No. with State Code	Enter the registration number of the Hospital obtained from local body like City Corporation / Municipality	As allocated by the City Corporation / Municipality
d) Hospital PAN	Enter the permanent account number	As allocated by the Income Tax Department
e) Number of Inpatient beds	Enter the number of inpatient beds	Digits
f) Facilities available in the hospital	Indicate facilities available in the hospital	Tick the right option. If others, please specify
<b>SECTION F - DECLARATION BY THE HOSPITAL</b>		
Read declaration carefully and mention date (in dd:mm:yy format), place (open text) and sign. and stamp		