

SRILANKA EXPORT DEVELOPMENT BOARD
APPLICATION FOR RE-IMBURSEMENT – NON HOSPITALISATION

<p>Name of Employee:</p> <p>Designation:</p> <p>Division:</p>	<p>Whether the claim is in respect of</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Employee <input type="checkbox"/> Dependant </div> <p>If the claim is in respect of dependent/s :</p> <table style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Name/s of dependent/s</th> <th style="width: 30%;">Relationship</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> </tbody> </table>			Name/s of dependent/s	Relationship
Name/s of dependent/s	Relationship												
.....												
.....												
.....												
.....												
<p>Name of the Medical Practitioner :</p>	FOR OFFICE USE ONLY												
<p>Nature of illness :</p>													
<ol style="list-style-type: none"> 1. Treatment given by Specialist 2. Routine Medical Expenses 3. Tests & Special Services 4. Corrective Treatment Appliances 5. Miscellaneous <p style="text-align: right;">Total</p>	Amount Claimed (Rs.)	Entitlement (Rs.)	Amount Payable(Rs.)										
<p>Documents attached: No of prescriptions..... No. of receipts:.....</p> <p>I hereby declare that the above information is correct and the Medical Bills and other documents forwarded related to this application are genuine.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p>Signature of Applicant</p> </div> </div>													
<p><u>FOR OFFICE USE ONLY</u></p> <p>Limit not exceeded .Checked and certified correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p>Subject Officer</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p>Secretary /MAS</p> </div> </div>		<p>Payment approved /not approved for reasons see overleaf.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p>Chairman /MAS</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p>Member /MAS</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p>Member /MAS</p> </div> </div>											

**Claims which are not accordance with the following
Procedure will not be reimbursed**

- Patient's name is not stated on the prescription.
- Specific period is not given for repeated drugs.
- Undated bills.
- Claims are submitted after 06 months from the date of medication or consultation.
- Prescriptions which are not on printed letter heads or do not contain the registration number, seal and signature of the physician
- Quantities of drugs purchased are found to be in excess of the quantities prescribed by the physician.
- Altered bills
- Purchase of Sustagen, Sanatogen etc not supported with the prescriptions recommended by the specialist giving details of the illness.
- Submission of Bills and prescriptions, pasted on a sheet of paper.
- Non-Submission of originals of prescription (except for repeated drugs)
- Submission of bills/claims for children above 21 years
- Non-submission of Birth certificates of dependents/s
- Non-submission of Marriage certificates
- E-Channeling receipts which do not contain Doctor's / Nursing Home or Hospital seal or rubber stamp
- Using photo – copies of applications for reimbursement.

Applications should be filled clearly & completely