**DOCUMENTS FOR CLAIM SUBMISSION**

Claim Form duly filled and signed by the Employee with TPA ID card number. Claim form Part A – duly filled and signed by the insured and Part B – duly filled and signed by the treating doctor.

Original Discharge Summary with seal and signature.

Referral letter if any, first consultation letter if any.

Original Final Hospital Bill with received payment seal or separate payment receipt. (formatted bills required – bills with bill no).

Original Break up of final bill

Original Paid Receipt against the final Hospital Bill (Reimbursement)

Original Pharmacy bills with break up and prescriptions (Unless mentioned in detailed Bill)

Operation Theatre (OT) expenses break up (in case of surgery) (Unless mentioned in detailed Bill)

Original bills towards Investigations done or Laboratory Bills

Original Reports against Investigation bills, signed by MD Pathologist / Radiologist / Treating Doctor

If there are any charges levied for special equipment, need letter from hospital stating charges are towards rent for the usage of such equipments.

IOL sticker for cataract surgery and barcode sticker of stent / implants.

Original Invoice for all implants used including IOL (Invoice Copy in case of bulk purchase)

MLC / FIR copy for accident cases – if MLC /FIR not registered, need to submit casualty extract or self declaration about the incident – cause and circumstances. First consultation or first aid report if any. Blood / alcohol report if done or certification from treating doctor on alcohol consumption at the time of admission.

Attested copies of indoor case papers – for all Ayurveda claims & claims above 1 Lakh

If the claim is for a continuous treatment (implant removal / continuation of previous surgery) need discharge summary copy of previous surgical procedure.

Cancelled cheque leaf. Cheque leaf should have account holder name. If cheque leaf not available copy of the first page of bank pass book / bank statement with account number, IFSC code, account holder name & branch name.

Photo ID proof – voter’s ID / Aadhar card.

For One Lakh above claims, PAN card copy required

Death Summary (In case of death)

Photo ID proof of the claimant (driving license/ voter’s id/ aadhar card/ passport copy) - Patient’s id proof is required, except new born. In case patient is a new born or children doesn’t have id proof – attach employee’s id proof.

ECS form duly filled with cancelled cheque leaf. Cheque leaf should hold account holder name. If cheque leaf not available copy of the page of bank pass book with account number, IFSC code, account holder name & branch name.

Legal heir ship certificate & no objection certificate.

**FOR CLAIMING PRE & POST HOSPITALISATION EXPENSES**

Claim form – Part A duly filled by the insured

OPD consultation paper if any

Consultation bill / cash paid receipts

Medicine bills with prescription

Lab / investigation bills with reports

ECS form & cheque leaf (as stated above)

Photo ID proof (as stated above)