

**CHECK LIST OF ENCLOSURES FOR SUBMISSION OF CLAIMS UNDER GROUP POLICY**

[Please tick (P) the appropriate box]

Name of the Claimant: _____ Group Name : _____

UHID Number: _____ Employee Id : _____ Policy Number: _____

Insurance Company: _____ No. of Enclosures: _____

- ☐ Duly filled in Claim Form
☐ Photocopy of ID card

For Fresh Joinee:

Endorsement letter from the Manager-HR regarding date of joining of the member / employee / dependent

General:

- ☐ Original copy of consolidated bill on pre-printed stationery with serial number and IP number of hospital, with breakup
- ☐ Original copy of the receipt of payment
All original prescriptions for the bills attached
- ☐ All the Original Investigation Reports
- ☐ Original Discharge summary in pre-printed stationery of hospital, duly signed by the treating doctor, with hospital seal and registration number
- ☐ Original invoice for Implants (viz. Stent / PHS mesh / IOL etc.)
- ☐ First consultation letter for the presenting complaints
- ☐ Original copies of doctor's consultation prescription / notes
Treating Doctor's certificate regarding presenting complaints its etiology, past history of presenting complaints along with duration
- ☐ Cancelled cheque along with IFSC details (or) copy of the Bank pass book.
- ☐ Submission of photo Id & address proof If claim amount is above Rs.1 Lakh .

- ☐ Pre-hospitalization prescriptions
☐ Original prescription / doctor notes of previous treatment for the presenting complaint

- ☐ Date of previous operation (if any) along with copy of discharge summary

For Death Cases:

- ☐ Attested copy of death summary in pre-printed stationery of hospital signed by the treating doctor with hospital seal and registration number
- ☐ Attested copy of death certificate from competent authority
- ☐ Legal heir certificate / Letter from the underwriting office directing FHPL to settle the claim in the name of the nominee / dependent(s)

For Maternity Cases:

- ☐ Original copy of treating doctor certificate regarding obstetric history (Gravida, Para, Living children, Abortions, Death)

For RTA:

- ☐ Attested copy of MLC report
- ☐ Attested copy of FIR
- ☐ Original copy of treating doctor's certificate with circumstances and injuries sustained due to RTA
- ☐ Original copy of treating doctor's certificate for any evidence of influence of alcohol / other narcotics substance during the accident

Do you have any other Health Insurance Policy? Yes / No
Sum Insured: _____If yes, please specify policy number: _____
Insurance Company: _____**Undertaking:**I / we hereby confirm that the above -mentioned documents in support of the **claimed amount** have been submitted in full and final. No other documents would be submitted on a later date, that will alter / enhance the claimed value.

Date: _____
 Place: _____ Signature _____
 Full Name: _____
 Address: _____

 City: _____ Pin: _____
 Contact Number: (Res) _____
 (Mobile) _____
 Email: _____

Disclaimer:

We acknowledge receipt of your claim and confirm that it has been registered with us on the basis of the above - mentioned documents. However, the above acknowledgement does not guarantee settlement / payment of the claimed amount. This claim will be subjected to pass through medical and commercial scrutiny, which may call for additional documents that needs to be submitted within the stipulated time frame on intimation.

Date: _____ Signature _____ Signature _____
 Place: _____ Claimant _____ For FHPL