

Hospitalization Claim:

We would require the following documents for easy processing of your hospitalization Claim.

1. First Prescription from the Doctor.
2. The Claim Form duly signed by the Employee or Claimant.
3. Original Discharge Summary stating the date of admission, date of discharge, presenting complaints with duration, clinical condition, detailed line of treatment, final diagnosis and past medical and surgical history with duration.
4. Original Hospital Bill giving detailed break up of all expense heads mentioned in the bill. Clear breakups have to be mentioned for OT Charges, Doctor's Consultation and Visit Charges, OT Consumables, medicines, Transfusions, Room Rent, etc.
5. Original Paid Receipt with revenue stamp, hospital seal and signature towards the final hospital bill of Hospital for hospitalization period.
6. In case of Accident require Medico Legal Certificate or FIR.
7. All Laboratory and Diagnostic Test Reports. E.g. X-Ray, E.C.G, USG, MRI Scan, Haemogram etc.
8. If you have purchased medicines in cash and if this has not been reflected in the hospital bill, please enclose a prescription from the doctor and the supporting medicine bill from the Chemist.
9. Completely filled NEFT Details stating Branch MICR Code, IFSC Code & Account type, Complete Account Number duly signed by Policy Holder/proposer with Pre-printed cancelled cheque (Note ;First page of Bank pass book or statement would be mandatory if account number is ink stamped and name of the account holder is not printed. All Fields in the form are mandatory to process).
10. In case of Surgeries where Implant and Stent has been used copy of invoice /stickers/Barcode of Implant used will have to be enclosed.
11. KYC Details of the Insured. In case claim amount is INR 1 lac and above then KYC(Know your customer) form will require with photo dully completed filled and signed by insured along with AML documents: Pancard/Passport/Voter identity card (For identity proof)
12. **Require details of Aadhar and Pan Card details.**
13. **In case part of the claim has to be reimbursed then letter from the insurer who has paid part of the claim would be required. (The letter to have complete details of the hospitalization claim, sum insured and also the amount claimed/paid.)**

Maternity Claim:

1. Same as per the General hospitalization claim documents.
2. If there is name discrepancy then we will require the marriage certificate.

For Accident Related:

1. FIR / MLC and Panchnama if it is done.
2. Post mortem if conducted.
3. **Require details of Aadhar and Pan Card details.**