Registered & Corporate Office: 401/402, Raheja Titanium, Western Express Highway, Goregaon (East), Mumbai – 400063. IRDAI Registration No. 151. Call (Toll Free): 1800-102-4462 Visit: www.manipalcigna.com E-mail: servicesupport@manipalcigna.com

CIN: U66000MH2012PLC227948
The issue of this Form is not to be taken as an admission of liability (To be filled in Block Letters) - PART A - To be filled by Insured



# **5** easy ways to speed up the claims process

Submit all original documents as per the checklist within 15 days of discharge from the hospital.

Make sure the form is complete and don't forget to sign.

Provide correct and accurate bank details with Cancelled cheque

For any assistance, please reach out to your health advisor or connect with our Health Relationship Manager.

Do not conceal or withhold any information with respect to your claim.

## MANIPALCIGNA PROHEALTH GROUP INSURANCE POLICY **CLAIM FORM A**

### SECTION I- TO BE COMPLETED BY INSURED PERSON/ CLAIMANT

A. DETAILS OF POLICY HOLDER.	
a. Name of Corporate/ Group:	
b. Master Policy Number: c. Certificate of In	nsurance Number:
d. Company/ TPA ID No:	
e. Name of Policy Holder: FIRST NAME MIDDLE	
f. Address:	
City: State:	Pin Code:
g. Date of Birth: D D M M Y Y Y Y Y	rs Gender: Male Female
h. Occupation:	
i. Telephone Number: j. Phone No:	
k. Email ID:	
B: DETAILS OF INSURANCE HISTORY:	
a) Currently covered by any other Mediclaim / Health Insurance: Yes No	
b) Date of Commencement of First Insurance without Break:	
c) If yes, Company Name:	
Policy No.:	ım Insured (₹):
d) Have you been hospitalised in the last four years since inception of the contract? Yes	No Date: DD MM YYYY
Diagnosis:	
e) Previously covered by any other Mediclaim / Health Insurance : Yes	No
f) If yes, Company Name:	
C. DETAILS OF THE INSURED IN RESPECT OF WHOM CLAIM IS MADE (IF OTHER	THAN POLICY HOLDER)
	<del>-</del>

a. Name of Insured Person:	
b. Member ID of the Insured Person:	
c. Date of Birth:	e. Gender: Male Female
f. Telephone Number:	g. Phone No:
h. Email ID:	
I. Relationship with Policy Holder:	
j. Address, if different from above:	

a) Name and Address of the Hospital:	
City: State:	Pin Code:
) Room Category Occupied: Ward Shared room S	Single Private room Deluxe Suite
Any Other	
) Hospitalisation due to: Injury Illness Maternity	
) Date of Injury / Date Disease first detected / Date of Delivery:	
e) Date of Admission: DDMMYYYY f) Ti	ime: H H : M M
) Date of Discharge: DDMMYYYY h) Ti	ime: H H : M M
If Injury, give Cause: Self Inflicted Road Traffic Accident	Substance Abuse Alcohol Consumption
Any Other	
a. If Medico Legal: Yes No b. Reported to Police: Yes	No c. MLC Report & Police FIR attached: Yes No
System of Medicine (Allopathic/ AYUSH):	
DETAILS OF BENEFITS CLAIMED: (TO BE FILLED BY CLAIMA	ANT AS APPLICABLE)
. Benefit	Amount (Rs.)
Others: Code	
otal claimed Amount	
Pre-hospitalisation Period:  Days  Post-hospitalisation Period:  Days	

### Check List of Enclosures for Submission of Claim\* (as applicable)

- · Original copy of consultations
- · Hospital discharge summary in original
- · Hospital main bill in original
- Investigation reports, originals of X Ray, MRI, CT films, HPE, ECG
- Pharmacy bills, prescription and invoices
- KYC documents (photo ID proof, address proof, recent passport size photograph)
- · Payment receipt.
- Bills from registered service provider ( Road Ambulance cover)
- Disability certificate, Fitness certificate, Rest certificate
- · Copy of claim intimation, if any

- · Claim form duly signed
- Operation Theatre Notes (if applicable)
- Hospital break up bill
- · Medical Practitioner's reference slip for investigation
- · MLC/ FIR report, post mortem report if applicable and conducted
- · Cancelled cheque with name for NEFT payment
- Death summary, death certificate, legal heir certificate if applicable
- Income or salary certificate, ITR
- · Other insurer details and claims settlement letter if applicable
- Any additional documents available and related to the case\*\*

#### F. DETAILS OF BILLS ENCLOSED:

SI. No.	Bill No.	Date	Issued By	Towards	Nos.	Amount (₹)
1.		DDMMYYYY				
2.		DDMMYYYY				
3.		DDMMYYYY				
4.		DDMMYYYY				
5.		DDMMYYYY				
6.		DDMMYYYY				
7.		DDMMYYYY				
8.		DDMMYYYY				
9.		DDMMYYYY				
10.		DDMMYYYY				
			-	Total Claimed Amount		

<sup>\*\*</sup> Note that We can call for any additional documents from You pertaining to the claim which can be of support in claim assessment.

<sup>\*</sup>Please refer annexure for additional documents required for claim under any Optional benefits (as applicable).

### G. PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN CASE CLAIM AMOUNT EXCEEDS RS. 100,000 (AS PER KYC NORMS):

- $a. \ \ Recent passport size photograph (less than six months old).$
- b. Proof of Identity (Any one of the mentioned documents).

  Passport/ PAN Card/ Voter's Identity Card/ Driving License/ Letter issued by Unique Identification authority of India containing details of name, address and Aadhar number/ Letter from a recognized public authority verifying the identity of the customer.
- c. Proof of Residence (Any one of the mentioned documents)
  Telephone bill/ Attested current statement of Bank account details/ Letter from any recognized public authority/ Electricity bill provided it is not older than six months from the date of insurance contract/ Ration card/ Passport

### H. DETAILS OF POLICY HOLDER'S BANK ACCOUNT:

Please furnish the details below along with	copy of cancelled cheque.	
a) PAN:	b) Account Number:	
c) Bank Name:		
d) Branch Name:		
e) IFSC Code:	f) MICR Code:	:
g) Cheque / DD Payable Details:		
	que of your bank for ensuring accuracy of name of the echeque leaf please attach copy of the first page of	ne Bank, Branch name, Account number and IFSC code. f the bank passbook also.
statement, suppression or concealment of at be forfeited. I also consent & authorize TP Practitioner who has attended on the person this claim & that I will not be making any supp	ny material fact with respect to questions asked in re A/ Insurance company, to seek necessary medic against whom this claim is made. I hereby declare the lementary claim except the pre/post-hospitalization	
Date: D D M M Y Y Y	Place: Signatu	ure of the Insured:

## SECTION II: TO BE FILLED BY NOMINEE (IN THE EVENT OF POLICY HOLDER'S DEATH): Name of Nominee Address: Date of Birth: Relationship with the Deceased: Telephone Number: Phone Number: Email ID: DECLARATION BY NOMINEE (IN THE EVENT OF POLICY HOLDER'S DEATH): I/We hereby declare that the foregoing particulars are true & correct to the best of my knowledge and belief. I also authorize Insurance Company to make payment of the claim admissible as per terms, conditions and limitations to the Insured person or his legal heir as full and final settlement. I/We will keep indemnified and hold ManipalCigna Health Insurance Co. harmless from any claim under this policy by any third party. Date: D D M M Y Y Y Y Place: Signature: SECTION III: TO BE FILLED BY TREATING DOCTOR WHO ATTENDED THE INSURED Name of the Insured ('Patient'): Date of Birth: DDMMMYYYYY 1. Are you the patient's usual medical attendant? Yes b. If you have treated him/her for any previous illness or injury, please give details: 2. Details of the consultation by the Patient for present illness/ injury. a. Date of first consultation: DDDMMYYYYY b. Presenting Complaints: c. Nature of Illness/ Injury: d. History reported: e. Extent of Illness/ Injury: f. Diagnosis: g. Treatment given: h. If hospitalized: Date of Admission: D D M M Y Y Y Time of Admission: Date of Discharge: |D|D|M|M|Y|Y|Y|YTime of Discharge: 3. Has the patient sustained a similar Illness/ injury previously or aggravated a pre-existing condition? Yes No If Yes, please give details: 4. If injury, Cause of Present Injury Other: Self-Inflicted Road Traffic Accident Substance Abuse/ Alcohol abuse Please provide details of cause of injury: 5. Is the cause traceable to any disease, previous injuries: Yes No If Yes, please give details:

DATA ELEMENT	DESCRIPTION	FORMAT
	CTION I- TO BE COMPLETED BY THE INSURED PERS	ON
A. Details of Policy Holder:		
a. Name of Corporate	Enter the company name	Free Text
b. Master Policy Number	Enter the policy number	As allotted by the insurance company
c. Certificate of Insurance Number	Enter the policy number	As allotted by the insurance company
d. Company/ TPA ID No.	Enter the social Insurance number or the certificate number of social health insurance scheme	As allotted by the oraganization
e. Name of Policy Holder	Enter the Full Name of the Policy Holder	First Name, Middle Name, Surname
f. Address	Enter the Full Postal Address	Include Street, City, State and Pin Code
g. Date of Birth (DD/MM/YYYY), Age, Gender	Enter Date of Birth of Policyholder, Age and gender	Use DD/MM/YYYY format for Date of Birth and mention years for Age
h. Occupation	Indicate Occupation of Policy Holder	Please specify the Occupation
i. Telephone Number	Enter the Phone Number of Policyholder	Include STD code with telephone number
j. Phone No	Enter the Phone Number of Policyholder	Please enter a 10 digit number
k. Email ID	Enter E-mail Address of Policyholder	Complete E-mail Address
B. Details of Insurance History		
Currently covered by any other Mediclaim / Health Insurance?	Indicate whether currently covered by another Mediclaim / Health Insurance	Tick Yes or No
Date of commencement of first Insurance without break	Enter the date of commencement of first Insurance	Use DD/MM/YYYY format
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
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 DD/MM/YYYY format
Diagnosis	Enter the diagnosis details	Open Text
Previously covered by any other Mediclaim / Health Insurance	Indicate whether previously covered by another mediclaim / Health Insurance	Tick Yes or No
Company Name	Enter the full name of the Insurance Company	Name of the organization in full
C. Details of the Insured in respect of whom c	laim is made	
a. Name of Insured Person	Enter the Full Name of the Insured	First Name, Middle Name, Surname
b. Member ID of the Insured Person	Enter the member ID number	As allotted by the Insurance Company
c. Date of Birth (DD/MM/YYYY)	Enter Date of Birth of Insured	Use DD/MM/YYYY format
d. Occupation	Indicate Occupation of Insured	Please specify the Occupation.
e. Gender	Indicate Gender of Insured	Tick Male or Female
f. Telephone Number	Enter the Phone Number of Insured	Include STD code with telephone number
g. Phone No	Enter the Phone Number of Insured	Please enter a 10 digit number
h. Email ID	Enter E-mail Address of Insured	Complete E-mail Address
i. Relationship with Policy Holder	Indicate Relationship of Insured with Policyholder	Please specify the relationship
j. Address if different from above	Enter the Full Postal Address of insured	Include Street, City, State and Pin Code
D. Details of the Insured in respect of whom c		
Name and Address of the Hospital	Indicate the Full Name and Postal Address	Indicate the Full Name of Hospital Include Street, City, State and Pin Code
Hospitalisation due to (Illness/ Injury/ Maternity)	Indicate reason of hospitalisation	Tick the right option
c. Room category occupied	Indicate the room category occupied	Tick the right option
Date (DD/MM/YYYY) and Time of Injury/ Date of disease first detected/ Date of delivery	<u> </u>	Use DD/MM/YYYY format Use HH:MM format
e. Date/ Time of Admission	Enter the Date and Time of Admission	Use DD/MM/YYYY format Use HH:MM format
f. Date/ Time of Discharge	Enter the Date and Time of Discharge	Use DD/MM/YYYY format Use HH:MM format
g. 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
E.	Details of benefits Claimed		
a.	Benefit	Name of the cover for which claim is being made	Enter the full name as mentioned in Policy Schedule/Certificate of Insurance
b.	Amount	Amount which is being claimed	Enter the amount which is being claimed
C.	Checklist of enclosures for submission of claim	Indicate which supporting documents are submitted	Tick the right option
F.	Details of Bills enclosed		
	Indicate which bills are enclosed with the amo	unt in rupees	
G.	Documents Enclosed		
a.	Recent passport size photograph	Passport size photograph	Provide less than six months old passport size photograph
b.	Proof of identity	Identity proof is to be submitted	Provide identity proof from a list of mentioned documents
C.	Proof of residence	Proof of residence is to be submitted	Proof of residence from a list of mentioned documents
Н.	Details of Primary Insured's Bank account		
	PAN	Enter the permanent account number	As allotted by the Income Tax Department
	Bank Name	Enter the Bank name	Name of the Bank in full
	Bank Branch	Enter the Bank branch name	Name of the Bank branch in full
	Bank Account Number	Enter the Bank account number	As allotted by the Bank
	IFSC Code	Enter the IFSC code of the Bank branch	IFSC code of the Bank branch in full
	MICR Code	Enter the MICR Code	MICR Code of the Bank Branch in full
	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
I.	Declaration by the Insured		
	Read declaration carefully and mention date (i	n dd:mm:yy format), place (open text) and sign.	

Options	Additional documents required
Critical Illness - Indemnity Cover	Medical certificate confirming the diagnosis of Critical Illness
	Discharge certificate/ card from the Hospital, if any.
	Investigation test reports confirming the diagnosis.
	First consultation letter and subsequent prescriptions.
	Indoor case papers, if applicable.
	Specific documents listed under the respective Critical Illness.
	Any other documents as may be required by Us.
	<ul> <li>In those cases where Critical Illness arises due to an Accident, a copy of the FIR or medico legal certificate will be required, wherever conducted.</li> </ul>
Critical Illness - Benefit Cover	Medical certificate confirming the diagnosis of Critical Illness.
	Discharge certificate/ card from the Hospital, if any.
	Investigation test reports confirming the diagnosis.
	First consultation letter and subsequent prescriptions.
	Indoor case papers, if applicable.
	Specific documents listed under the respective Critical Illness.
	Any other documents as may be required by Us.
	In those cases where Critical Illness arises due to an Accident, a copy of the FIR or medico legal certificate will be required, wherever conducted.
Accidental Death Benefit	Copy of FIR/ Panchnama /police inquest report (if conducted) duly attested by the concerned police station.
	Copy of medico legal certificate (if conducted) duly attested by the concerned Hospital.
	Original death certificate issued by the office of Registrar of Birth & Deaths.
	Copy of post mortem report, if conducted.
	Copy of chemical analysis / forensic report, if applicable.
	Death summary, if death in Hospital.
	Copies of medical records, investigation reports, if admitted to Hospital.
	<ul> <li>Identity proof of Nominee or original succession certificate/original legal heir certificate or any other proof to Our satisfaction for the purpose of a valid discharge in case nomination is not filed by deceased Insured Person.</li> </ul>
	Any other document as may be deemed necessary by Us to evaluate the claim.
PTD/PPD Cover	Copy of FIR/ Panchnama /police inquest report (if conducted) duly attested by the concerned police station.
	Copy of medico legal certificate(if conducted) duly attested by the concerned Hospital.
	<ul> <li>Disability certificate issued by a civil surgeon or the equivalent appointed by the District, State or Government Board (or) certificate from the treating Medical Practitioner certifying the extent of disability.</li> </ul>
	Original treating Medical Practitioner's certificate describing the disablement.
	Original discharge summary from the Hospital.
	Photograph of the Insured Person reflecting the disablement;.
	Copies of medical records, investigation reports, if admitted to Hospital.
	Any other document as may be deemed necessary by Us to evaluate the claim.
Accumulate Cover	Claim form along with the invoices,
	Treating Medical Practitioner's prescription, reports, duly signed by the Insured Person
Out- Patient Cover	Invoices.
	Treating Medical Practitioner's prescription,
	Reports,
	Duly signed by Insured Person
Dental Expenses Cover & Vision	Claim form
Expenses Cover	Invoices,
-Apolioco 00161	
	Treating Medical Practitioner's prescription,     Departs duly signed by the Insured Person on the case may be
	Reports, duly signed by the Insured Person as the case may be  To a lairne in recent of Orthodontic Treatment towards Department Children helevy 49 years, the
	<ul> <li>For claims in respect of Orthodontic Treatment towards Dependent Children below 18 years, the Employee or Dependent must send the following information prepared by the Dentist who is to carry out the proposed Treatment to Us before Treatment starts, so that We can confirm the Benefit that will be payable:</li> </ul>
	A full description of the proposed Treatment;
	X-rays and study models;
	An estimate of the cost of the Treatment.

Refractive Error Correction Beyond +/- 5 Expenses Cover	<ul> <li>Prescription from Specialist Medical Practitioner specifying the refractive error and medical necessity of the Treatment.</li> </ul>	
OPD Physiotherapy Charges Cover	<ul> <li>Bills supported by prescription from registered Medical Practitioner specifying the physiotherapy Treatment taken as an Out-Patient in the Hospital.</li> </ul>	
Worldwide Emergency Cover	<ul> <li>In an unlikely event of the Insured Person requiring Emergency medical Treatment outside India, the Insured Person must notify Us either at Our call centre or in writing within 48 hours of such admission.</li> </ul>	
	<ul> <li>The Insured Person shall file a claim for reimbursement in accordance with the Policy Terms and Conditions.</li> </ul>	
Road Ambulance Cover	Bills from registered service provider.	
Domiciliary Hospitalisation Cover	<ul> <li>The Insured Person should submit the claim documents at his/her own expense within 15 days of completion of Treatment for eligible period of cover.</li> </ul>	
Pre-hospitalisation Medical Expenses Cover and Post- hospitalisation Medical Expenses Cover	<ul> <li>The Insured Person should submit the Post-hospitalisation Medical Expenses Cover claim documents at his/her own expense within 15 days of completion of post-hospitalisation Treatment or eligible post-hospitalisation period of cover, whichever is earlier.</li> </ul>	
	<ul> <li>We shall receive Pre-hospitalisation Medical Expenses Cover claim and Post- hospitalisation Medical Expenses Cover claim documents either along with the In-patient Hospitalisation papers or separately and process the same based on merit of the claim subject to Policy terms and conditions, derived on the basis of documents received. This Benefit shall be honoured and the claim can be taken up for processing only after settlement of main hospitalisation claim.</li> </ul>	
Routine Immunisations Cover	Immunisation or vaccination chart,	
	Medical Practitioner's prescription and supporting pharmacy bills.	
Home Nursing Charges Cover	Bills from registered nursing service provider.	
Health Check Up Benefit	The Insured Person shall seek an appointment by calling Our call centre.	
	<ul> <li>We will facilitate the Insured Person's appointment and will guide him/her to the nearest Network Provider for conducting the medical examination. Reports of the medical tests can be collected directly from the centre. A copy of the medical reports will be retained by the medical centre which will be forwarded to Us along with the invoice for reimbursement.</li> </ul>	
Expert Opinion On Critical Illness Cover	(a) Receive request for Expert Opinion on Critical Illness	
	The Insured Person can submit a request for an expert opinion by calling Our call centre or register his/her request through email.	
	(b) Facilitating the process	
	<ul> <li>We will schedule an appointment or facilitate delivery of medical records of the Insured Person to a Medical Practitioner. The expert opinion is available only in the event of the Insured Person being diagnosed with a covered Critical Illness.</li> </ul>	
Compassionate Cover for family member in case of Emergency or Accident	<ul> <li>Certificate of Medical Practitioner recommending personal attendance of an immediate family member.</li> <li>Railway travel ticket/ Air flight boarding pass</li> </ul>	
Air Ambulance Cover	Air ambulance ticket for registered service provider.	
Emergency Evacuation Cover	<ul> <li>In the event of an Insured Person requiring Emergency evacuation and repatriation, the Insured Person must notify Us immediately either at Our call centre or in writing.</li> </ul>	
	Emergency medical evacuations shall be pre-authorised by Us.	
	<ul> <li>Our team of Specialists in association with the Emergency assistance service provider shall determine the medical necessity of such Emergency evacuation or repatriation post which the same will be approved.</li> </ul>	
Medical Equipment Cover	Prescriptions of treating Specialist for support items and original invoice of actual Medical Expenses incurred	
Bariatric Surgery Cover	Certificate by qualified medical surgeons indicating the medical necessity of the procedure.	
Birth Control Procedure Cover	All medical records and treating Medical Practitioner's certificate on the indication.	
Infertility Treatment Cover	Certificate from Specialist Medical Practitioner detailing the cause of infertility, Treatment, procedure.	
Deductible (Corporate/Aggregate/ Per Claim)	<ul> <li>Any claim towards Hospitalisation during the Policy Year must be submitted to Us for assessment in accordance with the claim process laid down under the Policy Terms and Conditions towards Cashless facility or reimbursement respectively in order to assess and determine the applicability of the Deductible on such claim. Once the claim has been assessed, if any amount becomes payable after applying the Deductible, We will assess and pay such claim in accordance with the Policy Terms and Conditions.</li> </ul>	
	<ul> <li>Wherever such Hospitalisation claims as stated under the Policy Terms and Conditions is being covered under another policy held by the Insured Person, We will assess the claim on available photocopies duly attested by the Insured Person's insurer / TPA as the case may be.</li> </ul>	