

Kindly submit all the original claim documents within 15 days from date of discharge.

Check List for Claim:

1. Original completely filled & signed Claim form. (Part A – Employee & Part B – Hospital).
2. Contact details of insured & patient is mandatory.
3. Original detailed Discharge summary/card/ticket.
4. Original investigation reports along with bill.
5. Original Final Hospital Bill-consolidated and with detail breakup of every component of the bill.
6. Original Bill Paid Receipt.
7. In case of surgical packages - detail breakup of the package.
8. Original Prescriptions and corresponding Medicine bills.
9. All Imaging Films, ECG Strips, Doppler / Angiogram CD etc.
10. **FIR/MLC Certificate from the hospital in the case of Road traffic accident and A certificate from the treating doctor mentioning that the patient was not under the influence of alcohol at the time of Accident.**
11. Original numbered receipts for payments made to the hospital.
12. Hospital Registration Certificate or Form C with current year validity or no. of beds in hospital (in case of a small/unknown hospital).
13. Original Obstetric History (GPLA) or Original USG Report (Sonography Report) or Birth Certificate (photocopy) in the case of maternity claims.
14. Photocopy of relationship proof with the employee for all the maternity cases (Eg. Spouse's Pan card or Marriage certificate).
15. **Photo ID proof of the patient (photocopy). In case the same is not available, a self declaration by the employee attested by the HR.**
16. **Photo ID proof and residence proof (photocopy) of the patient.**
17. Photocopy of Health India TPA card.
18. Claim Form - (available on intranet) also attached for your ready reference.
19. Cancelled cheque with Name (hard copy) or Bank statement (hard copy) & front page of Bank passbook of the policy holder (MANDATE).
20. Indoor case papers is mandatory.
21. Copy of Intimation email.
22. Any other original documents related to the claim.
23. Provide Clarification if delay in submission of claim documents.

NOTE: Kindly keep photocopies of all the documents submitted for any future references.

Please mention Employee's name, Emp code and Contact number on the Envelope.