

CHECK LIST FOR MEDICAL BILLS

1	Whether the bills are submitted within the period of 3 months?	Yes	No
2	Bills are verified by treating doctor?	Yes	No
3	Referral slip is attached	Yes	No
4	Claim forms are signed by employee?	Yes	No
5	Claim forms are signed by treating doctor?	Yes	No
6	Copy of discharge slip attached	Yes	No
7	Break up amount of lab investigations are given or not	Yes	No
8	Whether the hospital is empanelled or not?>	Yes	No
9	If not whether emergency certificate is attached or not?	Yes	No
10	If dependent, affidavit is attached or not?	Yes	No
11	If bills are out of station permission letter is attached (Station leave)	Yes	No
12	Basic salary indicated	Yes	No