

## Reimbursement Checklist of “Group Medclaim Policy”

**Policy holder has to submit the following documents (in original only) within ...15 days to the TPA from discharge. Keep a photocopy of hospitalization documents before submitting to us.**

### Checklist for Documents Submission:

1. Claim form duly filled up by employee and treating doctor/hospital along with stamped and signed
2. Original detailed discharge summary.
3. Original main hospital bill with breakup of expenses.
4. Original Receipt of the final payment and advance payments (if paid in advance).
5. Package breakup (if applicable)
6. Original Death Summary (Only in case of death of patient during hospitalization)
7. Original Investigation reports with prescriptions.
8. Original Medicine bills with prescriptions.
9. Copy of TPA card
10. Identity proof of patient and employee (Id proof authorized by the govt of India/PAN card/Driving License/Aadhar Card/Passport/Voter id proof).
11. Copy of registration certificate and beds criteria in hospital including landline number, email id and website address (in case patient has taken treatment in Non-networking hospital)
12. If patient opts reimbursement mode in TPA network hospital, employee needs to share reason of not availing cashless benefits in network hospital.
13. lens sticker and original invoice in case of cataract claim.
14. Implant invoices require in case of Knee/Hip replacement.
15. Police FIR or Medical Legal Certificate (MLC), Need narration of incident and alcohol history at the time of accident - Mandatory for all kind of accidental cases
16. Pre consultation paper, investigation reports and films supporting to confirm the diagnosis is mandatory
17. Obstratic History or GPLA Status- Mandatory in case of maternity claim.
18. Photocopy of In-Patient Documents (IPD) with stamped and signed by hospital is mandatory.
19. Original Cancelled cheque leaf with Account holder name, Account number and IFSC code (If name is not printed on leaf, please share Bank Statement).
20. Intimation of the reimbursement claim has to be provided within “24 Hours” from the time of admission or before discharge, whichever is earlier on the following Email ID’s
21. IPD papers of treatment (For above 1 lak claims it is mandatory) below 1 lacs, IPD can be asked depends upon the treatment

Note- All documents should be submitted in original form and above mentioned list is not final. It would vary upon case to case. TPA can ask additional documents if they need more clarification.