

CLAIM DOCUMENTS CHECK LIST

Dear Sir/Madam,

We have enclosed Reimbursement claim form kindly arrange below listed document for reimbursement claim.

Reimbursement claim form

Form A – Self filling – (Reimbursement claim form)

Form B – Hospital filling

NEFT details- (printed name cancelled Cheque leaf OR Bank passbook first page copy) any one

Patient Government Id proof copy – (Aadhar copy OR Voter id copy OR Driving license copy OR Passport front page copy) any one

Employee Govt. ID Proof (Inst ID Proof or Aadhaar copy or Driving license)

Treatment related all original document

-Detailed discharge summary

-Final Bill

-Breakup bill

-Pharmacy Bills and Prescriptions

-Sticker and Invoice copy of the implants done

-All investigation reports related to treatment (X-Ray, CT-Scan, ECG, MRI, etc.)

-Printed pre numbered cash paid receipt

-and other all the treatment related document from date admission to date of discharge

(the above are the basic documents required alongwith claim form)

While processing the claim, if any other documents are required, the same will be intimated to employee and the same should be complied for further process

Time limit for submission of claim documents - within 20 days from the date of discharge.

Regards

Insurance Cell - IITM

044 2257 8120

If you want to send the claim documents by post. Kindly send the same to the below mentioned address:

To

Assistant Registrar (Admn.III)

Admin Building – 2nd Floor

Insurance Cell

IIT Madras, Chennai - 600 036