

HOW TO APPLY FOR THE MEDICAL REIMBURSEMENT CLAIM

The officer/official are required to follow the following process for claiming medical claim in respect of the treatment provided to himself/herself and their family members dependent upon them.

Case - 1

FOR TREATMENT UNDERTAKEN AT EMPANELLED HOSPITAL OF THE UNIVERSITY

The claimant has to submit the follow documents along with the forms given below directly to the Accounts/Finance Wing of the University.

1. Application Form duly filled by the Claimant.
2. Certificate "B" duly signed by the Doctor Concerned and verified by the Medical Supdt. Of the Hospital/Nursing Hone.
3. Medical History Card
4. Discharge Summery
5. Detailed bill should be attached along with the claim like detail of lab tests, detail of visits, Room charges etc.
6. Certificate from the Establishment branch of the University that the patient is dependent upon him in case of brother/sister/parents/parents-in-law/widow sister/ Handicapped brother or sister etc. and also attach the birth certificate of the patient.
7. In case spouse is working in any other government/semi-government/PSU etc. then a certificate thereof that He/She is not claiming/enjoying medical facilities from that organization.
8. All medical bills in original duly verified by the Doctor concerned should be attached with the claim.
9. Prescription slips for the medicines recommended by the Doctor should be attached with the claim duly verified by the Doctor Concerned.
10. The bills on the letterhead of the hospital/Nursing home are not allowed hence it is advised to the claimant to get the proper bills for the value.

Case - 2

FOR TREATMENT UNDERTAKEN AT NON-EMPANELLED HOSPITAL OF THE UNIVERSITY.

The claimant has to submit the claim through the Establishment Branch of the University along with the above mentioned documents in case - 1.