

ORDER OF CLAIM DOUCMENTS

1	Completely filled <u>claim form</u> with primary insured signature
2	<u>Insured and patient photo ID proof</u> (Aadhaar Card).
3	<u>Know your customer details</u> if claim amount is more than Rs. 1 Lac (Address proof.)
4	Photocopy of <u>Employee Id Proof</u> for Corporate Policies (Employee ID Card Copy).
5	<u>Cancelled Cheque</u> bearing the name of Primary Beneficiary along with IFSC code.
6	Original <u>Pre-numbered Cash Paid Receipts</u> of Final Bill.
7	<u>Advance paid receipts</u> if any
8	Original Final Consolidated Bill Along with Break Up of lab, medicines, room rent, any services etc.
9	Original Discharge Summary with date & time of admission and date & time of discharge, diagnosis, course of hospitalization, treatment done with sign and stamped by the treating doctor.
10	Original <u>Diagnostic/Investigation/Lab reports</u> with advice prescription/s
11	Original Pharmacy / Medicine Bills (Date Wise) Along with Relevant Prescriptions in case of pre and post hospitalizations & Investigation cash memos / bills. (Along with supportive doctor's prescriptions and Investigation reports & films)
12	Original <u>Lab Bills</u> along with reports for each lab bill claimed
13	<u>Requisition Slips/Consultation Papers</u> for consultation fees claimed
14	<u>First consultation doctors note</u> in case of planned and un emergency hospitalization claims
15	Original Lab Reports, ECG Reports/Charts, Physiotherapy charts in case of physiotherapy, dialysis charts for dialysis cases.
	X Ray Films /CT scans/MRI along with reports in case of fracture or head injury etc.
	Medico legal/FIR copy in case of all Road traffic accident cases (Mandatory for accidental / burns / suicidal / poisoning /other injury cases. In case not done, reason for the same given by the hospital on letter head signed and stamped by the hospital authority required)
	Certificate from treating doctor whether patient was under influence/consumption of alcohol at time of an accident (All Road traffic accident claims).
	For ectopic pregnancy cases, gynecologist letter stating that the condition is life threatening and requires immediate intervention (for documentation purpose)
	For abortion cases, fibroid uterus, missed abortion - USG SCAN mandatory along with GPLA status.
	For maternity claims, GPLA status is mandatory
	For fever cases, temperature chart and for any viral (dengue - dengue test, typhoid - WIDAL, malaria - plasmodium test etc.)
	For any surgical case (appendectomy, hernia, cholecystectomy, hysterectomy, Heart surgery, joint surgery, head surgery, cataract-A SCAN, fracture surgery, dental surgery) ---supporting lab report.
	For neonatal jaundice cases, serum bilirubin reports.
	In case of new born baby admission, reason for admission along with discharge summary and supporting lab reports.
	For chest related complaints and admission, chest X ray -mandatory for lung complaints, ECG/2D echo for heart related complaints.
	In case of implants-implant invoice and stents - stent invoice, intraocular lens- lens (IOL) sticker (In case of self-purchase of Implants used in Cataract, Heart surgeries, Abdominal Surgeries, Knee replacement surgeries etc., vendor invoice and payment receipt also required)
	For blood bank receipts, blood bank sticker
	For ambulance charges, mention place FROM where TO where ambulance service was used along with date. E.g.: from home to Apollo hospital, from Apollo hospital to home etc.