

# Claims Submission Procedure

Documents should be in the following order.

1. Signed Claim form with contact details and policy copies.
2. Bank Details along with a Cancel Cheque for NEFT.
3. Treating doctor's consultation with advice for admission.
4. Original Discharge Summary from Hospital.
5. Hospital final bill with supporting pre-numbered money receipts.
6. Original chemists / medicine bills along with supporting doctors prescription.
7. Original Investigation / Test bills and reports along with supporting doctors prescription.
8. Original Doctors bill and receipt which are numbered and printed.
9. In case of Road Traffic Accident [RTA] copy of FIR / or MLC required.
10. In case of Maternity / Delivery copy of obstetric history or gravida status required from treating doctors.

\*\*\*\*\* Plz note that bill / receipt issued on doctors letter head will not be acceptable.

Please keep xerox copy of all the documents.

Bank Details format [Pass book xerox required if Cancel cheque unable to submit]

i.	<b>Account Holder Name as per the Bank Records</b> -----
ii.	<b>A/c No</b> -----
iii.	<b>Bank Name</b> -----
iv.	<b>Bank Branch</b> -----
v.	<b>IFSC code</b> -----
vi.	<b>A/c Type</b> -----
vii.	<b>Mobile No</b> -----
viii.	<b>E Mail ID</b> -----