

### CLAIM DOCUMENTS CHECK LIST

1. Duly filled & signed Claim form by the employee. (Claim form attached)
2. Original Discharge card / Discharge summary with exact date & time of admission/discharge.
3. Original Hospital bills with the seal & signature of the Hospital.
4. Detailed Hospital bill break-up for the expenses.
5. All original prescriptions & consultation papers of the Doctor.
6. All original Medical bills with the name of the Patient duly endorsed by the treating Doctor.
7. All original cash paid receipts supporting the bills in the name of patient.
8. All original Medical reports certified by the Doctor (Pathology, X-Ray, CT-Scan, ECG, MRI, etc.)
9. Summary of all Expenses.
10. Medico Legal Certificate (MLC) / FIR copy in case of accident cases.
11. Medico Legal Certificate (MLC) & FIR both are mandatory in case of road traffic accident.
12. All Indoor Case Papers (ICP).
13. Copy of Hospital Registration certificate in case of private non-empanelled hospitals.
14. Photocopy of cashless card.
15. Claim documents to be submitted within 30 days from Date of Discharge
16. Claim Intimation to be done within 7 days from the date of hospitalization.
17. Document submission and Intimation beyond the time period mentioned will invite additional 10% co-pay.
18. Hospital Declaration form filled by hospital with seal and signature is Mandatory. (form attached)

**MDIndia Health Insurance TPA Private Limited**  
(Formerly Known as MDIndia Healthcare Services (TPA) Pvt. Ltd.)  
ISO 9001 : 2000 & 27001 : 2005