

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH MRC

DOCUMENTS TO BE ATTACHED WITH EVERY MEDICAL CLAIM

Sl.No	Details	Remarks	Page No	Remarks for NIC
1	Computer generated MRC No			Mandatory
2	Covering letter duly signed by the card holder / claimant			Mandatory (Date of discharge/date of last invoice to be included with the basic info related to the patient)
3	Request for condonation of delay (if submitted beyond 90 days)			To be auto generated and linked with basic info i.e. date of discharge/date of last invoice and date of submission of the claim
4	Photocopy of the card of the claimant and the patient			Mandatory
5	Duly filled MRC Form			Mandatory
6	Mandate for e-payment	(i) Mandate form for e-payment (ii) Copy of the cheque with name of the claimant OR copy of Passbook with account No and name of the claimant OR mandate form verified from concerned bank, if claimant name not printed on the cheque.		Mandatory
7	Original permission letter / emergency certificate	-		Mandatory
8	Copy of discharge summary	-		If applicable
9	Copy of referral/ advice of the specialist			Mandatory
10	Hospital bills	(i) Final consolidated bill in original (ii) Original or copy of the item-wise break-up of the hospital bill (iii) Receipts in original of the amount paid (iv) Invoice of implants / devices with batch no. & specifications (v) List of all receipts for total claimed amount.		Mandatory
11	Whether taken any advance State YES / NO			Mandatory
12	If YES	Utilization certificate from the hospital that the advance amount has been utilised.		Mandatory
13	Duplicate set of whole claim			Mandatory

BENEFICIARIES TO PLEASE NOTE:

- * KINDLY NUMBER ALL PAGES OF YOUR MRC IN THE SEQUENCE GIVEN ABOVE
- * THEN MAKE 2 PHOTOCOPIES OF THE CLAIM
- * RETAIN 1 SET WITH YOURSELF AS RECORD AND SUBMIT THE OTHER SET ALONG WITH THE ORIGINAL MRC TO THE WELLNESS CENTRE
- * IF THE CLAIM IS BEING RETURNED AFTER CLEARING ANY OBJECTION THEN THE FRESH DOCUMENTS SUBMITTED SHOULD BE IN DUPLICATE
- * ALL 3 PAGES OF CHECKLIST TO BE ENCLOSED WITH CLAIMS

SPECIAL CASES

S.No	Details	Remarks	Page No	Remarks
1	Loss of original documents	(i) Notarized affidavit as per annex 1 of MRC Form (ii) Copy of lost documents verified by the treating specialist		Mandatory
	Cases where partial credit is given	(i)complete final bill of the hospital with break-up (ii)Break-up bill from the hospital for items for which credit not given		Mandatory
3	Death cases	(i)Death certificate (ii) Notarized affidavit as per annex II of MRC Form (iii)Copy of death summary from the hospital		Mandatory
4	Death of family pensioner (spouse)	(i)all above documents (ii)Notorised affidavit		Mandatory
5	Death of family pensioner (spouse) with no surviving children	(i) ID proof of claimant with name of father. (ii) Succession certificate issued by the court to the claimant.		Mandatory
6	Cataract surgery with intra ocular lens (IOL) claims	(i)Proof of payment to the hospital by the claimant. (ii)Original sticker of IOL with batch no. duly signed and stamped by the surgeon (iii)Bill showing type of IOL, batch no. from the empanelled hospital (iv)discharge summary showing type of iol used and type of cataract surgery.		
7	Cardiac /vascular stent claims	Outer pouch of the stent with sticker showing batch no. and other details. Invoice of the stent from empaneled hospital with batch no. and details Certificate from the empanelled hospital that the rate charge is not more than rate at which it has procured the stent 9other than cardiac) Angiography report		
8	Pacemaker, Combo device, Defibrillator, Rotablator claims	CD of angiography & PTCA Sticker of device having batch no. Copy of terms of warranty ECG and Holter report In case of replacement, copy of warranty of earlier device to be submitted.		
9	Claim for ambulance used for going to the hospital.	Ambulance has been used for going to the hospital in emergency (not reimbursable if used after discharge) Certificate from the treating doctor for justification of th ambulance.		
10	Knee implant claims	Bill giving component wise cost of implant brand name, manufacturer /importer, batch no. & specifications. Treatment has been taken in govt hospital for admitted patients or private recognized hospital where treatment has been taken with prior permission.		
11	Claim for special nurse/aya/attendant	Essentiality certificate treating doctor that such services were essential for recovery / prevention of serious deterioration in the patient		
12	Claim for domiciliary physiotherapy			
13	For medicines purchased for 7 days after discharge			
14	When other medical insurance also claimed			