

NOTICE BASED ON INPUTS RECEIVED FROM UNITED INDIA INSURANCE COMPANY

Received on 20-12-2016

We refer to above and reproduce below the modalities/ received from Insurance Company for submission of claims.

Claim form for Hospitalization is to be used for Domiciliary Treatment claims also.

Claims under Domiciliary treatment for employees shall be on a **monthly basis** and for a particular month the same should be submitted to TPA on or before 15th of the succeeding month.

For Retirees it may be send to the TPAs Central Office or Local Office or if Banks decide so it may be send to Banks BO/RO/ZO who in turn to send to TPAs Office.
FOR OUR BANK, WE HAVE TAKEN A DECISION THAT CLAIMS OF RETIREES ALSO WILL BE SUBMITTED TO MEDICALINSURANCE CELL, HEAD OFFICE, BARODA

Prescriptions: - All domiciliary claims are to be supported with original prescriptions.

The validity of the prescriptions where time limits are not stated is 90 days from the date of issuance of prescription.

In case of prescriptions where the time limit is more than twelve months and for lifelong medicines, a re-validation shall be made on or before 12 months from the date of its issue

Self attested photo copies of prescriptions shall be accepted provided original is already submitted and stands within the above mentioned time limit. When photocopies are submitted a mention in the claim form having the original already submitted (with month in which it was submitted) may be made for smooth processing.

FURTHER COMMUNICATION RECEIVED FROM UNITED INDIA INSURANCE COMPANY

This is further to communication dated 20/12/2016 on the above captioned Subject

The Original prescriptions and doctor's letter are to be submitted wherever and whenever it is possible. However If the employee requires the original prescriptions/doctor's letter for valid reasons photocopies shall be accepted subject to the following:-

1. In the photocopy of the prescription/doctor's letter, the employee has to declare the reason for his retention and to sign.
2. It is to be attested as true copy by Banks Branch Head in Branches, Department Heads in ZO/HO, or GMC Nodal Officer of the Bank at HO under proper Name, Designation and Office Seal.

3. The prescriptions must specify the name of the disease/diagnosis. If it is not mentioned on the prescriptions, the separate certificate or letter from the doctor is required.

Reiterate that the attestation shall be done under Name, Designation, office seal of the Bank Official and without this the copies are invalid.

R N JANI
HEAD HR OPERATIONS
HEAD OFFICE

BARODA
10-01-2017