



MOST IMMEDIATE

	<p>कार्यालय रक्षा लेखा प्रधान नियंत्रक Office of the Principal Controller of Defence Accounts सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बेंगलूर - 560 007 No.107, Lower Agram Road, Agram Post, Bangalore-560 007 Tel:080-29710474/475-Extn.202/311 Fax:080-29710132/133 Email:pcdablrnpay3.dad@nic.in</p>	
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No.AN/PAY-II/MEDICAL/Circular

Date: 17.05.2021

To

- 1) All the Offices under PCDA, Bangalore
- 2) All the Sections in the Main office
- 3) The officer-in-Charge OA cell (for uploading on website)

Sub: CHECK LIST FOR MEDICAL REDIMBURSEMENT CLAIMS

Of late, it has come to the notice of main office that the requisite documents are not being found enclosed with medical reimbursement claims while forwarding to this office. In this connection a check list has been enclosed for ready reference and strict compliance to avoid the delay in process of medical claims.

This issues with the approval of GO CAN Pay)

[Signature]
AO (AN/PAY)

● **Check List for Medical reimbursement claims**

- Claim form (MRC form enclosed) duly signed by the claimant.
 - Only the principal card holder can claim.
 - If principal card holder is no more:
 - The spouse can claim
 - Dependents can claim after enclosing affidavit/legal heir certificate along with NOC from other legal heirs
 - Nomination is only for receiving the amount towards already submitted claim
 - Any of the other relatives (who claim to be legal heir) can claim but they have to enclose legal heir/ succession certificates along with NOC from other legal heirs
- Self-explanatory note (explaining the emergency circumstances).
- Emergency certificate.
- Referral letters/permission letters/govt doctors advise wherever applicable.
- Discharge Summary (detailed OT notes are required in case of uncoded procedures/ complicated procedure /if two or more procedures are performed)
- Bills:
 - Summary of all bills being claimed
 - Consolidated Bills
 - Detailed bills including all break up details
 - All bills to be arranged chronologically and numbered
 - If outpatient emergency treatment was obtained prior to being admitted, a separate claim should be submitted.
 - Please ensure that total of all bills enclosed matches with the amount being claimed.
- Original Invoice (collected from hospital) towards implants/stents/valves/ costly medications etc. In case of bulk purchase, photocopy of the invoice highlighting the item used and the rate, certified by the treating doctor that the same was implanted during the procedure and is functioning well.
- Original Payment receipts matching with amount claimed.
- Copies of Investigation reports.
- If original documents/bills are lost, then affidavit in prescribed format to be enclosed.
- Copy of CGHS card of the patient.
- Copy of CGHS card of the Principal Card Holder.
- In cases of claim from CGHS after claiming from any health insurance, following documents collected from the insurance company (not from hospital) are to be enclosed.
 - Certificate from insurance company addressed to CGHS indicating the amount claimed (as per the bills submitted to insurance company) and the

- 2 -

the government servant to non-CGHS area on advance payment of CGHS contributions to his old office.

- Endorsement on CGHS card indicating the date up to which the CGHS card is valid to ensure that the CGHS card is not utilized beyond the specified date.
- On expiry the CGHS card should be surrendered to the issued office

GUIDELINES FOR AMA BENEFICIARIES:

- AMA beneficiaries are required to take OPD treatment from AMA located near his residence.
 - AMA is not authorized for giving indoor treatment at his own clinic / nursing home in any case. If inpatient treatment considered necessary, patient to be referred to Govt / Pvt. Recognized / referral hospital for further treatment.
 - Emergency treatment can be taken from private hospital in case no government / recognized hospital located nearby.
 - AMA beneficiaries can take OPD / Indoor treatment from Government Hospital without permission from AMA.
 - Treatment from AMA is restricted to 10 days. If the treatment is expected to be prolonged beyond 10 days from the date of treatment a patient has to be referred to OPD of Govt / Recognised hospital by AMA.
 - AMA beneficiaries may take treatment from any hospital recognized under CGHS / State government subject to condition that they will be reimbursed the medical expenses at the rates fixed by the government under the CGHS Rules / CS(MA) Rules or actual expenditure incurred whichever is less.
- **CONDITION FOR TREATMENT IN HOSPITALS OUTSIDE DISTRICT / STATE:**

- Non-availability certificate in respect of treatment / services from Govt / recognized hospitals.
- Recommendation from AMA and countersigned by CMO of the district, if the treatment to be undertaken outside the district or by Chief Admin. Medical Officer of the state, if it is to be undertaken outside the state.