

Documents Submission Checklist:

A: Main Claim

Documents need to be submitted within 15 days from the date of discharge for the processing of claim.

1. LG Claim Form (LG Claim form needs to be filled by the employee .Employee can download the form from Health Assist TPA App)
2. Cancel Cheque Copy (Insured name should be mentioned on the same)/Bank passbook copy/E-statement
3. Government ID Proof of Insured & Patient
4. Insured Pan Card Copy
5. Discharge Summary
6. Hospital Detailed Final Bill along with all the payment receipts
7. Prescription & Consultation papers
8. Medicine Bills with paid stamp or payment receipts
9. All the original Investigation reports along with the bills
10. X-ray/CT Scan/Ultrasound reports along with films
11. Hospital Registration Certificate
12. In case of accident case MLC/FIR Copy required & treating Doctor letter required regarding the details of incident with confirmation of alcohol intoxication
13. Indoor Case Papers
14. In case of Implant surgery, implant sticker & invoice required
15. In case of maternity claims, latest USG report along with film required
16. Mediclaim Cards

B: Pre - Post Hospitalization Claim

For Pre-Hospitalization: Documents can be submitted of 30 days prior to the date of admission. For Post Hospitalization: post hospitalization treatment (limited to 60 days) all supporting claim papers / documents as listed below should also be submitted within 7 days after completion of such treatment (up to 60 days or actual period whichever is earlier) to the Company / T.P.A. In addition, insured should also provide the Company / TPA such additional information and assistance as the Company / TPA may require in dealing with the claim.

1. LG Claim Form (LG Claim Form needs to be filled by the employee)
2. Cancel Cheque Copy (Insured name should be mentioned on the same)/Bank passbook copy/E-statement
3. Government ID Proof of Insured & Patient
4. Doctor visit receipts along with consultation papers
5. All Investigation reports along with bills & prescription papers
6. X-ray/CT Scan/Ultrasound reports along with films & prescription
7. Mediclaim card
8. Medicine Bills along with consultation or prescription papers

NOTE:

Please note that all the documents should be submitted in original to GA team & once the claim file is submitted to the medical team there can be a chance that the additional documents requirement can be called for.