
 <p>1961 - 2021 FUNDING THROUGH EDUCATION Sri Venkateswara College University of Delhi</p>	<p>SRI VENKATESWARA COLLEGE (University of Delhi) NAAC Grade A+ with CGPA 3.44</p>	 <p>100 YEARS 1922-2022</p>
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Ref No : SVC/Acs/2022/P/1192

23rd August, 2022

List of documents for Medical Reimbursement

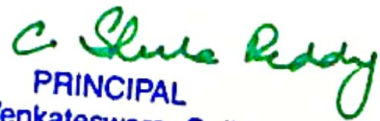


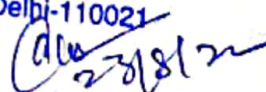
For Outpatient Department (OPD)

1. Medical Reimbursement Claim Form of the college duly filled in and completed in all the aspects along with all necessary documents.
2. Referral letter(s)/permission letter(s)/government doctor(s) advise, wherever applicable.
3. Original/photocopy prescription issued by the doctor(s).
4. For Pre Hospitalization treatment: Original medicine / investigation bills along with the original/photocopy of the reports, as prescribed by the treating doctor/hospital, if applicable.
5. Original hospital final bill(s) as per the list below including the Physicians / Surgeons / Anesthetics fees:-
 - A. Consolidated Bills
 - B. Original payment receipts matching the amount claimed
 - C. If outpatient emergency treatment was obtained prior to being admitted, kindly enclose such bills before indoor bill. Make sure that this amount is included in the summary of bills.
 - D. Please ensure that the total of all enclosed bills are the same as the amount being claimed.
 - E. If original documents/bills are lost, then affidavit in prescribed format to be enclosed.
6. Invoice / Sticker of Implant, in case of fracture MLC / FIR / Self-declaration, Pre/Post X-ray plate confirming fracture must be submitted with claim.

For Inpatient Department (IDP)/Hospitalization

1. Medical Reimbursement Claim Form of the college duly filled in and completed in all the aspects along with all necessary documents.
2. Referral letter(s)/permission letter(s)/government doctor(s) advise, wherever applicable.
3. Self-explanatory note (explaining the emergency circumstances).
4. Emergency certificate issued by the treating doctor/hospital.
5. Original/photocopy prescription issued by the doctor(s).
6. Original/photocopy prescription of Doctor's advice for hospitalization.
7. For Post Hospitalization treatment: Original medicine / investigation bills along with the original/photocopy of the reports, as prescribed by the treating doctor/hospital, if applicable.

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C. Shiva Reddy
 PRINCIPAL
 Sri Venkateswara College
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 Dhaulta Kuan, New Delhi-110021




8. Original hospital final bill(s) as per the list below including the Physicians / Surgeons / Anesthetics fees:-
 - A. Consolidated Bills
 - B. Original payment receipts matching the amount claimed
 - C. If outpatient emergency treatment was obtained prior to being admitted, kindly enclose such bills before indoor bill. Make sure that this amount is included in the summary of bills.
 - D. Please ensure that the total of all enclosed bills are the same as the amount being claimed.
 - E. If original documents/bills are lost, then affidavit in prescribed format to be enclosed.
9. Invoice / Sticker of Implant, in case of fracture MLC / FIR / Self-declaration, Pre/post X-ray plate confirming fracture must be submitted with claim.
10. Original/Photocopy Discharge Summary: Detailed OT notes are required in case of uncoded procedures/ complicated procedures /if two or more procedures are performed along with the investigation report, if any, wherever applicable.
11. For Hospitalization Treatment: All Original medicine / investigation bills along with the original/photocopy reports, as prescribed by treating doctor/hospital.
12. Proper numbered receipt(s) of payment during hospitalization. Invoice / Sticker of Implant, in case of fracture MLC / FIR / Self-declaration, Pre/post X-ray plate confirming fracture must be submitted with claim.

NOTE:-

1. Submission of Hospitalization / Pre & Post- Hospitalization Claim should be submitted in due course of time.
2. All bills/documents must be signed by the government employee only.
3. Only the principal card holder can claim for the reimbursement. If the principal card holder is no more, the spouse can claim for reimbursement. 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.
4. Any relative (who claims to be the legal heir) can claim but they have to enclose legal heir/ succession certificate(s) along with NOC from other legal heir.
5. Misuse of medical facilities is a criminal offence. Penal action including cancellation of medical card may be taken in case of willful suppression of facts or submission of false statements. Suitable disciplinary action shall be taken in case of serving employees.
6. It may be noted that non-submission of necessary particulars in the prescribed form and document(s) shall lead to unnecessary delays in payment, if otherwise eligible. Utmost care may kindly be taken for the needful.
7. Any addendum/Corrigendum shall be posted on the college website (www.svc.ac.in) only.

All concerned are requested to note the same for information and necessary action.

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Copy forwarded for information and necessary action to the Coordinator (Accounts & Administration), Bursar, Teachers-in-Charge/Coordinators of the respective departments, All Faculty Members, Administrative Officer, Section Officers (Accounts & Administration), P.A. to Principal, Dealing Assistants (Accounts, Administration & Establishment), All Concerned, College Website; and File.