



Health & Wealth, We Manage Both

Alankit Insurance TPA Ltd.

REIMBURSEMENT CLAIM FORM

TO BE FILLED BY THE INSURED
The Issue of this Form is not to be taken as an admission of liability

(To be Filled in block letters)

DETAILS OF PRIMARY INSURED:-

Form fields for primary insured details including Policy No., Company / TPA ID, Name, Address, City, State, Pin Code, Phone No., and Email ID.

DETAILS OF INSURANCE HISTORY:-

Form fields for insurance history including Currently covered by any other Mediciam / Health Insurance, Date of commencement of first Insurance, Policy No., Sum insured, Hospitalization history, and Previously covered by any other Mediciam / Health Insurance.

DETAILS OF INSURED PERSON HOSPITALIZED:-

Form fields for insured person hospitalized including Name, Gender, Age, Date of Birth, Relationship to Primary Insured, Occupation, and Address.

DETAILS OF HOSPITALIZATION:-

Form fields for hospitalization details including Name of Hospital, Room Category, Hospitalization due to, Date of Admission, Date of Discharge, and System of Medicine.

DETAILS OF CLAIM:-

Form fields for claim details including Pre-hospitalization expenses, Hospitalization expenses, Post-hospitalization expenses, Ambulance Charges, Pre-hospitalization period, Post-hospitalization period, Lump sum / cash benefit claimed, and Surgical/Convalence expenses.

Claim Documents Submitted - Check List:

- Checklist of claim documents including Claim form, Hospital Main Bill, Hospital Break-up Bill, Hospital Bill Payment Receipt, Hospital Discharge Summary, Pharmacy Bill, Operation/ Theater Notes, ECG, Doctor's request for investigation, Investigation Reports, Doctor's Prescriptions, and Others.

DETAILS OF BILLS ENCLOSED:-

Table with columns: Sl. No., Bill No., Date, Issued by, Towards, Amount (Rs).

DETAILS OF PRIMARY INSURED'S BANK ACCOUNT:-

Form fields for primary insured's bank account including PAN, Account Number, Bank Name and Branch, Cheque / DD Payable details, and IFSC Code.

DECLARATION BY THE INSURED:-

I hereby declare that the information furnished in the claim form is true & correct to the best of my knowledge and belief. I also consent & authorize TPA / Insurance Company, to seek necessary medical information / documents from any hospital / Medical Practitioner who has attended on the person against whom this claim is made.

Date: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] Place: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] Signature of the Insured [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

SECTION A SECTION B SECTION C SECTION D SECTION E SECTION F SECTION G SECTION H

**GUIDANCE FOR FILLING CLAIM FORM - PART A (To be filled in by the insured)**

DATA ELEMENT	DESCRIPTION	FORMAT
<b>SECTION A - DETAILS OF PRIMARY INSURED</b>		
a) Policy No.	Enter the policy number	As allotted by the Insurance Company
b) SI. No/ Certificate No.	Enter the social Insurance number or the certificate number of social health insurance scheme	As allotted by the organization
c) Company TPA ID No.	Enter the TPA ID No.	Licence number as allotted by IRDA and printed in TPA documents.
d) Name	Enter the full name of the policyholder	Surname, First name, Middle name
e) Address	Enter the full postal address	Include Street, City and Pin code
<b>SECTION B -DETAILS OF INSURANCE HISTORY</b>		
a) Currently covered by any other Mediclaim / Health Insurance?	Indicate whether currently covered by another Mediclaim / Health Insurance	Tick Yes or No
b) Date of commencement of first Insurance without break	Enter the date of commencement of first Insurance	Use dd-mm-yy-format
c) Company Name	Enter the full name of the Insurance Company	Name of the organization in full
Policy No.	Enter the policy number	As allotted by the Insurance Company
Sum insured	Enter the total sum insured as per the policy	In rupees
d) Have you been Hospitalized in the last four years since Inception of the contract?	Indicate whether hospitalized in the last four years	Tick Yes or No
Date	Enter the date of Hospitalization	Use mm-yy format
Diagnosis	Enter the diagnosis details	Open Text
e) Previously covered by any other Mediclaim / Health Insurance?	Indicate whether previously covered by another mediclaim / Health Insurance	Tick Yes or No
f) Company Name	Enter the full name of the Insurance Company	Name of the organization in full
<b>SECTION C -DETAILS OF INSURED PERSON HOSPITALIZED</b>		
a) Name	Enter the full name of the patient	Surname, First name, Middle name
b) Gender	Indicate Gender of the patient	Tick Male or Female
c) Age	Enter age of the patient	Number of years and months
d) Date of Birth	Enter Date of Birth of patient	Use dd-mm-yy format
e) Relationship to primary Insured	Indicate relationship of patient with policyholder	Tick the right option, if others, please specify
f) Occupation	indicate occupation of patient	Tick the right option. If others, please specify.
g) Address	Enter the full postal address	Include Street, City and Pin code
h) Phone No	Enter the phone number of patient	Include STD code with telephone number
i) E-mail ID	Enter e-mail address of patient	Complete e-mail address
<b>SECTION D - DETAILS OF HOSPITALIZATION</b>		
a) Name of Hospital where admitted	Enter the name of hospital	Name of hospital in full
b) Room category occupied	indicate the room category occupied	Tick the right option
c) Hospitalization due to	indicate reason of hospitalization	Tick the right option
d) Date of injury/Date Disease first detected / Date of Delivery	Enter the relevant date	Use dd-mm-yy format
e) Date of admission	Enter date of admission	Use dd-mm-yy format
f) Time	Enter time of admission	Use hh-mm- format
g) Date of discharge	Enter date of discharge	Use dd-mm-yy format
h) Time	Enter time of discharge	Use hh-mm- format
i) If injury give cause	indicate cause of injury	Tick the right option
If Medico legal	indicate whether injury is medico legal	Tick Yes or No
Reported to Police	indicate whether police report was filed	Tick Yes or No
MLC Report & Police FIR attached	indicate whether MLC report and Police FIR attached	Tick Yes or No
j) System of Medicine	Enter the system of medicine followed in treating the patient	Open Text
<b>SECTION E - DETAILS OF CLAIM</b>		
a) Details of Treatment Expences	Enter the amount claimed as treatment expences	In rupees (Do not enter paise values)
b) Claim for Domiciliary Hospitalization	indicate whether claim is for domiciliary hospitalization	Tick Yes or No
c) Details of Lump sum/ Cash benefit claimed	Enter the amount claimed as lump sum / cash benefit	In rupees (Do not enter paise values)
d) Claim documents Submitted-Check List	indicate which supporting documents are submitted	Tick the right option
<b>SECTION F - DETAILS OF BILLS ENCLOSED</b>		
Indicate which bills are enclosed with the amount in rupees		
<b>SECTION G - DETAILS OF PRIMARY INSURED'S BANK ACCOUNT</b>		
a) PAN	Enter the permanent account number	As allotted by the Income Tax Department
b) Account Number	Enter the Bank account number	As allotted by the Bank
c) Bank Name and Branch	Enter the Bank name along with the branch	Name of the Bank in full
c) Cheque/ DD payable details	Enter the name of the beneficiary the cheque / DD should be made out to	Name of the individual / organization in full
c) IFSC Code	Enter the IFSC code of the Bank branch	IFSC code of the Bank branch in full
<b>SECTION H - DECLARATION BY THE INSURED</b>		
Read declaration carefully and mention date (in dd:mm:yy format), place (open text) and sign.		