

## CLAIM FORM

## (For Medical Reimbursement Claims)

Organization Name				
Employee Name		_Folio No		
Designation	Patient`s Name&CNIC			
Patient`s Age	Relation with Employee _		Sex (M / F)	

EMPLOYEE CONTACT No. ------ (for CLAIM PROCESSING UPDATES)

## **CLAIM DETAILS**

Name of Clinic / Hospital and Doctor						
Date of Visit	Consultation Fee (Rs.)	Cost of Medicine (Rs.)				
Name & Cost of Investigation / I	.ab. Test (Rs.)	Total Cost (Rs.)				
Doctor sign/stamp and valid PMDC Number:		(TO BE FILLED BY TREATING DOCTOR)				
NATURE OF CLAIM: (Tick relevant) OPD/ HOSPITALIZATION/ MATERNITY/DREAD DISEASE/SPECIALIZED						

DOCUMENTS CHECKLIST: PLEASE ATTACH THE FOLLOWING AND TICK TO REMEMBER. PHOTOCOPIES ARE NOT ACCEPTABLE FOR PAYMENT.

- **ORIGINAL PRESCRIPTION ON DOCTOR'S LETTERHEAD.**
- □ FRESH PRESCRIPTION EVERY 3-6 MONTHS IN CASE OF DIABETES, HYRERTENSION, HEPATITIS TREATMENT. PHOTOCOPY ACCEPTABLE FOR INBETWEEN REFILLS.
- ORIGINAL CONSULTATION FEE RECEIPT.
- ORIGINAL MEDICAL STORE CASH MEMO WITH LICENCE NUMBER.
- VALID DR. PMDC NUMBER IS MANDATORY IN CASE OF NON-PANEL.
- ORIGINAL DISCHARGE CARD.

INVESTIGATION

- BIRTH CERTIFICATE ISSUED BY NADRA OR UNION COUNCIL.
- DR. ADVICE FOR MEDICINES, TESTS/ INVESTIGATIONS AND THEIR REPORTS.
- □ IN CASE OF MISSING DOCUMENTS OR WRONG TOTALLING, THE CLAIM WILL BE RETURNED BACK.
- CLAIMS OLDER THAN 90 DAYS ARE TIME BARRED AND MAY NEED SPECIAL APPROVAL.
- CERTIFIED THAT ABOVE ENTERED INFORMATION IS TRUE AND ACCURATE. IF FOUND FRAUDULENT, INCOMPLETE OR INFLATED, I WILL BE RESPONSIBLE.

EMPLOYEE'S SIGNATURE	BANK & ACCOUNT NO. (ONLY FOR EFT CLIENTS)	

FORWARDED BY (HR): \_\_\_\_\_

Date: \_\_\_\_

AGICO/HLT-007/00