



THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)

Checklist of documents to be submitted for Reimbursement of medical
expenditure incurred by members of CPRMS-E

Sl No	DOCUMENTS	✓ / X
1	B2 & B3 Annexure duly signed by Retired Executive	
2	Medical card Xerox of the member / Patient.	
3	Original bills with day wise split-up duly signed and stamped by hospital Authorities	
4	Original discharge summary With hospital stamps & signatures in case of IP Treatment .	
5	Out patient prescription for OP Treatment	
6	Test reports (If any Investigations done)	
7	One set Xerox of all documents	
8	Any other documents related	

I am here by Submitting all the above documents as per the order prescribed above for early settlement of my claim..

Sign of Ex Employee/Spouse

Note :Claims with lack of any of the above documents will be rejected and returned to party .

SCCL Remarks

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Additionally, the following documents are to be enclosed as advised by Chief Medical Officer, MH

PLEASE READ THE FOLLOWING TO AVOID OF SHORTFALL OF DOCUMENTS:

1. Check eligibility of the patient.
2. Check eligible limit(remaining balance in the web portal, excluding bills under process)
3. Pharmacy expenses of outdoor treatment are not reimbursable as they are covered in Rs.36,000/- through Life Certificate.
4. B2 and 83 forms duly signed by Retired Executive.
5. Medical card Xerox copy of the member.
6. Xerox copy of the active bank account number.
7. Outpatient prescription for OP treatment with stamp and signature.
8. Original bills with day wise split-up duly signed and stamped by hospital authorities.
9. Complete and clear original discharge summary with hospital stamps and signatures in case of IP treatment. (Procedure notes in case of surgeries done.)
10. Itemized final bill including split-up for nonmedical items like gloves, eye shades, catheters, urosac bag. 3 way cannulas etc.,
11. Investigation expenses: Test reports with stamp and signature (tests must have advised by a doctor in the current prescription) with the prescription in which doctor advised them.
12. Any other documents related to treatment (ex. Invoice of implants etc., that were used in surgery) One set Xerox of all documents.
13. If partly paid by insurance a split-up bill for insurance paid (itemized bill stating the items that were covered under insurance)
14. Pharmacy bill with stamp and signature with related latest prescription advising the drugs.(during IP admission
15. Slips for the pharmacy purchased.
16. Reimbursement cannot be given to trial drugs
17. Advance receipts cannot be processed (instead an itemized bill can be requested for including that amount at discharge)
18. Original discharge death summary in case of death of employee a request application by spouse for change of bank a/c, Aadhaar of spouse, bank pass of book.