



**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
(Finance & Account Section)**

01 April, 2018

CIRCULAR

Sub: Submission of Claims by PRMS beneficiaries for reimbursement-regarding

The Institute is receiving claims supported by old bills from the PRMS beneficiaries. This is to bring to the notice of all concerned that the Medical Claims with Bill/Cash Memo older than three months (from the date of last bill/discharge from the hospital) shall not be considered for reimbursement without any communication to the beneficiaries.

All the PRMS beneficiaries of the Institute are hereby informed to submit their Medical Claims for reimbursement in compliance with the check list given as under:

The claims must be supported with the following documents -

- a) Copy of the PRMS Medical Book / PRMS identity Card having Pension Code.
- b) Photocopy of the prescription (should not be older than 365 days, from the date of receipt by the Institute)
- c) Copy of the Discharge Summary (in case of In-Door Treatment)
- d) Original Bills/Cash Memos (should not be of more than three months old from the date of receipt by the Institute).
- e) Copy of the Referral in case the patient has been referred by Institute Hospital or any other Medical Attendant.
- f) Copy of Investigation/ Test Reports.
- g) Copy of the details of the reimbursement received from Insurance Company against the treatment for which the residual claim is submitted.

The PRMS beneficiaries are also requested to clearly indicate their Pension Code, address for communication and contact number.

Note: The bills received without compliance of the above shall not be entertained for reimbursement.

Deputy Registrar (Accounts)