

1. Copy of Hospital Registration Certificate with Registration number and number of beds certificate  
(Please note the hospital should be minimum of 15 inpatient beds for a mediclaim. This may not be required in case of larger hospital which are well known and in larger towns / cities )
2. Claim Form duly signed. This is absolutely mandatory
3. Copy of the Claim Intimation, if any ( If you are filing the main hospitalization expenses for reimbursement, then you would have done the intimation of the claim in advance, as per your policy terms. Do attach a copy of that)
4. Hospital Main Bill with proper breakup of the expenses. Often there is a summary bill and then there is a bill which mentions all line item wise expenses. The insurer will need the detailed latter bill
5. Hospital Bill Payment Receipt for which the policyholder / claimant made the payment to the hospital. Do note that this receipt will need to be numbered.
6. Original Hospital Discharge Summary (which should clearly mention -
  - Patient name
  - Date of Admission
  - Date of Discharge
  - Age of the Patient
  - Final Diagnosis
  - GPLA status in case of pregnancy related claim.
  - Case Summary / History (On Examination), Course in Hospital, Line of Treatment, Advice at Discharge with signatures and stamp of treating doctor. This will be on the hospitals letter head
7. Others medical document that may be provided
8. Doctor's Prescriptions. Often in non-emergency cases, the patient is first shown to the doctor n OPD basis, In such cases all doctors prescriptions will be needed
9. Self attested ID and address proof of patient and employee.
10. Self attested PAN card copy of the employee.
11. Pharmacy bills.
12. MLC Report & Police FIR, Alcoholic declaration in case of accidental cases particularly Road Traffic Accident (RTA)
13. Also in RTA Cases, detailed circumstances of the trauma with date, place and time. This is mandatory for reimbursement claim in case of an accident case.
14. Implant Invoice and sticker if any.

15. All Investigation Films and Reports - ECG / CT / MR / USG / HPE or any other investigation reports. Obviously there will be no films in cases of blood investigations, urine / stool investigations or biopsy
16. Original cancelled cheque with primary insured printed name, for the transfer of payment to your bank account. If you providing cancel cheque without printed name, please submit the copy of bank statement. If you don't have cancel cheque , than provide a bank attested passbook copy/statement copy(Computer generated signature not accepted) .