

✓ Checklist for Submitting Medical Claims in PRMB Cell

Indoor Treatment Claims

1. Hospital Requirement

- Treatment must be taken in an empaneled hospital.
- For non-empaneled hospitals, **prior intimation** must be given to the CMO, CMPDI.

2. Submission

- Claims must be submitted along with the original bills, prescription, and medication fill summary.

3. Final Bill

- Must be original, with a summary, and duly signed.

4. Discharge/Death Summary

- Must be in original from the hospital.

5. Prescriptions

- Should be original, signed, and not contain any overwriting.

6. CPRSME/CPRMSNE Card

- Attach a self-attested copy with the claim.

7. Requisition for Purchases

- Provide prescription or requisition for medicines, items, or investigations.

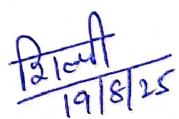
8. Purchase Period

- Medicines must be bought within the prescribed time frame.

9. Implant Invoice

- Attach the original invoice for any implant used during surgery.

Note: In all case, each and every document for claiming reimbursement shall be in original (Except CPRMSE medical card copy)



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19/8/25

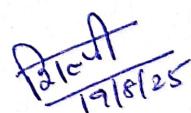
CMO, CMPDI

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OPD Treatment Claims

- 1. Original Prescription**
 - Must be signed by the doctor.
 - Issued by the concerned department of an empaneled hospital.
- 2. Cash Memos**
 - Original and duly signed (if not computer-generated).
 - Must correspond to the enclosed prescriptions.
- 3. Claim Reimbursement Form**
 - Use the correct form for executives or non-executives.
 - All columns must be properly filled out.
 - Signature on the form must match the signature on the CPRSME/CPRMSNE card.
- 4. Name Consistency**
 - Patient's name should match across prescription and cash memos.
 - Doctor's name must also be consistent.
- 5. Individual Submissions**
 - Submit separate claim forms for each patient (ex-employee and spouse).
 - Include a copy of the CPRSME/CPRMSNE card with each claim.
- 6. Timely Submission**
 - Bills must be submitted within **6 months** from the date of treatment.
- 7. Document Validity**
 - Overwritten original bills or prescriptions will not be accepted.
 - Unsigned or overwritten prescriptions are also invalid.
- 8. Medicine Purchase Limit**
 - Medicines should not be bought for more than **90 days** at a time.

Note: In all case, each and every document for claiming reimbursement shall be in original (Except CPRMSE/NE medical card copy)



Dr. C. M. Patel
19/8/25

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