


**✓ 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)

  
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)

*Filed*  
17/8/25

CMO, CMPDI