

Instructions to fill the Application

1. The claim application shall be submitted to the National Insurance Trust Fund within 90 days of leaving the hospital.

2. A photo copy of the certificate of birth of the child or a copy of the document which carries the details of birth certified by the head of the institution should be submitted.

3. Where both the husband and wife are public servants the claim application shall be forwarded by one parent only.

4. In the case of treatments obtained from a private hospital

- Certificate of the Doctor, relating to question no. (11) is essential to fill in the Agrahara claim application form.
- The original of the diagnosis card;
(name, date of entry to and date of discharge from the hospital, the signature and seal of the physician by whom treatment was received)
- In the case of a private hospital, the originals of the deposit receipts, receipts of payments made, and the final bill;
- All the bills relating to the expenses shall be categorized and produced separately with details. When indicating the doctor's expenses the expenses of the specialist and the other doctors shall be shown separately.

4. When forwarding claim applications with respect to dependants, the photocopies of the following documents shall be submitted along with such application:-

4.1 For the spouse, a photocopy of the certificate of marriage certified by the head of the institution.

5. Where the insured has obtained insurance benefits from any other institution regarding the matter in respect of which the claim is requested and new is intending to obtain benefits from this institution as well, he shall submit a letter from such other Institution indicating the amount paid, together with certified photocopies of all the bills/receipts issued.

6. If in a government hospital:-

- Certificate of the Doctor, relating to question no.(11) is essential to fill in the Agrahara claim application form.
- If the Diagnostic Card is not made available, a certified copy of the pregnancy notes report. (Dates of admission and Discharge should be given)

7. Confinements are limited to two occasions only.