

Check List - Agrahara

Child Birth – Check List		√	Attachment No/s
NIC No. of Member :-			
Gold			
Silver			
Normal			
1.	Details of Agrahara Member (Clear and Correct with attested photocopy of Agrahara Member's Identity Card)		
2.	Details of Spouse (Compulsory)		
3.	If both member and spouse are Government employees, mother of the child should be submitted the claim application		
4.	If member is the husband, a copy the marriage certificate		
5.	Complete the section of head of the department with signature and seal (with cheque details/ SLIPS of the month before the date of discharged from the hospital)		
6.	Complete the section of Accountant with signature and seal		
7.	Complete the section of Doctor with signature and seal(It is essential for private hospitals)		
8.	A certified copy of the bank account to which the monthly salary of the applicant is credited (clearly and accurately)		
9.	Certified copy of the birth record of the child or a certified copy Birth Certificate.		
10.	Three month's pay sheets should be submitted before the date of admission to the hospital to confirm the remittance are made. (Pay slips are not required if remittance are made through the SLIPS method)		
11.	Original Final Bill (Patient's National Identity Card Number and B.H.T number should be mentioned)		
12.	Original Final Receipt B.H.T. No.(Bed Head Ticket) must be mentioned		
13.	All original receipts with "PAID" Seal		
14.	Name of the bills/ receipts should be tallied with the patient's name		
15.	Consent letter from the member to settle the claim only for available bills/ receipts when some bills/ receipts are not presented.		
16.	For balance payment, a letter from the particular institution to NITF stating that the amount paid by them and certified copies of bills/ receipts(In those cases, a detailed bill for the cesarean package should be obtained from the hospital and submitted)		
17.	Completed application with the signature of the Applicant		
18.	A certified copy of the diagnosis card or pregnancy note card stating the date of hospitalization and discharge of the mother is essential		

All photo copies should be certified by the Head of Department with the signature and seal and submit to National Insurance Trust Fund before 90 days from the date of discharge from the hospital.

Check List - Agrahara

Private Hospital – Check List		✓	Attachment No/s
NIC of Member :-			
Gold			
Silver			
Normal			
1.	Details of Agrahara Member (A certified copy of NIC of the Agrahara Members)		
2.	Details of Spouse (Compulsory)		
3.	If both Member and Spouse are Government employees, patient should submit the claim application		
4.	When the application is submitted not for him/ her (child/ spouse/ parents) a. Child – certified copy of Birth Certificate of the child (age less than 21 years) / a certified copy of NIC – children above 16 years b. Spouse – a certified copy of marriage certificate c. Parents (below 70 years) – i. A copy of Birth certificate or NIC certified by Head of the Department ii. A copy of Birth certificate certified by Head of the Department iii. A Letter confirmed by Head of Department that the member is unmarried		
5.	Complete the section of head of department with signature and seal (with cheque details/ SLIPS of the month before the date of discharge from the hospital)		
6.	Complete the section of Accountant with signature and seal		
7.	Complete the section of Doctor with signature and seal		
8.	A certified copy of the bank account to which the monthly salary of the applicant is credited (clearly and accurately)		
9.	Three month's pay sheets should be submitted before the date of admission to the hospital to confirm the remittance are made (Pay slips are not required if remittance are made through the SLIPS method)		
10.	A Certified copy of Diagnosis Card (Date of Admission, Date of Discharge, Name of the Patient, with the seal and signature of the Doctor)		
11.	Original Final Bill (NIC number of the patient should be mentioned in the bill)		
12.	Original document of the detailed bill for the package value in the final bill (Package Breakup Bill)		
13.	All original receipts with "PAID" seal		
14.	Name mentioned in the bills/ receipts should be tallied with the patient's name		
15.	Consent letter from the member to settle the claim only for available bills/ receipts when some bills/ receipts are not presented.		
16.	In the event that only a part of the insurance claim has been obtained from another insurance company (if the money has been refund in relation to the bill) the amount refund to the insured by that insurance company to get the rest and National Insurance Trust Fund Copies of certified bills and receipts should be submitted along with the original copy of the letter addressed to the Fund		
17.	Completed application with the signature of the Applicant		

All photo copies should be certified by the Head of Department with the signature and seal and submit to National Insurance Trust Fund before 90 days from the date of discharged from the hospital.

Check List - Agrahara

Spectacles – Check List		✓	Attachment No/s
NIC of Member :-			
Gold			
Silver			
Normal			
1.	Complete application form including details of Agrahara member (A certified copy of NIC of the Agrahara Members)		
2.	Complete the section of head of department with signature and seal (with details of Cheque/ SLIPS of the month before the date of purchased the spectacles)		
3.	Complete the section of Accountant with signature and seal		
4.	Complete the section of Doctor with signature and seal(If the Prescription is Private)		
5.	A certified copy of the bank account to which the monthly salary of the applicant is credited (clearly and accurately)		
6.	Three month's pay sheets should be submitted before the date of eye examination to confirm the remittance are made(Pay slips are not required if remittance are made through the SLIPS method)		
7.	All original receipts with "PAID" seal		
8.	Name mentioned in the bills/ receipts should be tallied with the patient's name		
9.	Completed application with the signature of the Applicant		

All the photo copies should be certified by the Head of Department and compulsory with the official seal and submitted to the National Insurance Trust Fund within 90 days from the date of purchase of spectacles in the bill.

Check List - Agrahara

Government Hospital – Check List		√	Attachment No/s
NIC of Member :-			
Gold			
Silver			
Normal			
1.	Details of Agrahara Member (A certified copy of NIC of the Agrahara Members)		
2.	Details of Spouse (Compulsory)		
3.	If both member and spouse are Government employees, patient should submit the claim application		
4.	When the application is submitted not for him/her (child/ spouse/ parents) a. Child – certified copy of Birth Certificate of the child (age less than 21 years) and a certified copy of NIC – children above 16 years b. Spouse – a certified copy of Marriage certificate c. Parents (below 70 years) – i. A copy of mother and father Birth certificate or NIC certified by Head of the Department ii. A copy of Birth certificate certified by Head of the Department iii. A Letter confirmed by Head of the Department that the member is unmarried		
5.	Complete the section of head of department with signature and seal (with cheque details/ SLIPS of the month before the date of discharged from the hospital)		
6.	Complete the section of Accountant with signature and seal		
7.	Complete the section of Doctor with signature and seal		
8.	A certified copy of Diagnosis Card (Date of Admission, Date of Discharged, Name of the Patient, with the seal and signature of the Doctor)		
9.	Original document of pharmacy and laboratory bills and receipts during the period of hospitalization		
10.	Original document of prescriptions/ medical test prescribed by the doctor during the period of hospitalization		
11.	A certified copy of the bank account to which the monthly salary of the applicant is credited (clearly and accurately)		
12.	Three month's pay sheets should be submitted before the date of admission to the hospital to confirm the remittance are made (Pay slips are not required if remittance are made through the SLIPS method)		
13.	Completed application with the signature of the Applicant		

All photo copies should be certified by the Head of Department with the signature and seal and submit to National Insurance Trust Fund before 90 days from the date of discharged from the hospital.