

Check List – Semi Government

Child Birth – Check list		√	Annexure No.
National Identity Card Number of the Member :-			
Gold			
Silver			
1.	Details of Agrahara Member (Photocopy of the Identity Card of the Agrahara Member certified by the Head of the Institution/ clear and correct)		
2.	Details of the spouse given in the application (Compulsory)		
3.	If both the member and the spouse are semi-government employees, the mother of the child should submit the claim application by herself.		
4.	If the member is the husband the copy of Marriage Certificate attested by the Head of Institution		
5.	Section to be completed by the Head of the Institute should be completed with the official seal and signature (with the details of Cheques/ SLIPS of the month preceding the date of discharge from the hospital)		
6.	The section to be completed by the accountant of the institute should be completed with the official seal and signature.		
7.	The section to be completed by the Doctor in the application should be completed with the official seal and signature of the Doctor.		
8.	Photocopy of the applicant's bank account to which the monthly salary is credited (clearly and correctly) certified by the Head of the Institute.		
9.	Child's birth details or photocopy of child's birth certificate certified by the Head of the Institute.		
10.	Original document of Final Bill (patient's National Identity Card Number and B.H.T. number should be mentioned)		
11.	Original document of Final Bill (B.H.T. number should be mentioned)		
12.	Original document of all receipts (B.H.T. number should be mentioned) submitted with stamp "PAID".		
13.	Whether all bills/ receipts are tallied with the patient's name		
14.	A letter expressing the consent to claim only for the submitted receipts in case the member has not submitted all the bills and receipts		
15.	In the event that only a portion of the insurance claim has been obtained from another insurance company, submission of certified copies of bills and receipts along with a letter addressed to the N.I.T.F stating the amount reimbursed to the insured by the said insurance company in order to get the balance.		
16.	Completed application with member's signature		

All photocopies should be certified by the Head of Institute and stamped with the official seal and submitted to the National Insurance Trust Fund within 90 days from the date of discharge from the hospital.

Check List – Semi Government

Private Hospital – Check list		✓	Annexure No.
National Identity Card of the Member :-			
Gold			
Silver			
1.	Details of Agrahara Member (certified photocopy of the National Identity Card of the Agrahara Member / clearly and correctly)		
2.	Details of the Spouse (Compulsory)		
3.	If both the member and the spouse are semi-government employees, the patient himself/herself should submit the claim application.		
4.	When the application is submitted not by the member himself/herself, (Child/ Spouse/ Parents) a. Child - Copy of the Birth Certificate of the child (under 21 years) certified by the Head of Institution/ Photocopies of the Identity Cards of Children above 16 years certified by the Head of Institution (Translated copies are not valid) b. Spouse - Marriage certificate certified by the Head of the Institution (Translated copies are not valid) c. Parents - i. Birth Certificate or Identity Card certified by the Head of the Institute (below 70 years) ii. Member's Birth Certificate certified by the Head of the Institute iii. Letter certified by the Head of the Institute confirming that the member is unmarried (under the Letter Head of the institute or official seal of Head of Institute) (NB : Translated copies are not considered)		
5.	The section to be completed by the Head of the Institute should be completed with official seal and signature of the Head of the Institute (Together with the details of Cheques/ SLIPS of the month preceding the date of discharge from the hospital)		
6.	The section to be completed by the accountant of the institute should be completed with the official seal and signature of the accountant.		
7.	The section to be completed by the Doctor in the application should be completed with the official seal and signature of the Doctor.		
8.	Photocopy of the applicant's bank account to which the monthly salary is credited (clearly and correctly) certified by the Head of the Institute.		
9.	Copy of the Diagnosis card (Indicating the date of admission, date of discharge from the hospital, name of the patient, B.H.T. number, official seal and signature of the Doctor) certified by the Head of the Institute.		
10.	Original document of the Final Bill (patient's National Identity Number should be mentioned)		
11.	Original document of descriptive bill		
12.	All original receipts with "PAID" Seal		
13.	State whether names mentioned in all bills / receipts / B.H.T. Number are tallied with the patient's name		
14.	A letter expressing the consent to claim only for the submitted receipts in case the member has not submitted all the bills and receipts		
15.	In the event that only a portion of the insurance claim has been obtained from another insurance company, submission of certified copies of bills and receipts along with a letter addressed to the N.I.T.F stating the amount reimbursed to the insured by the said insurance company in order to get the balance.		
16.	Completed application with the member's signature.		

All photocopies should be certified by the Head of the Institution and stamped with the official seal and submitted to the National Insurance Trust Fund within 90 days from the date of discharge from the hospital.

Check List - Semi Government

Government Hospital - Check List		√	Annexure No.
National Identity Card Number of the member :-			
Gold			
Silver			
1.	Details of agrahara member (Certified photocopy of the identity card of the agrahara member / clearly and correctly)		
2.	Details of the spouse given in the application (Compulsory)		
3.	If the spouse is a government employee he/ she should first submit the application and claim should be obtained under agrahara government sector.		
4.	If both have contributed to our health insurance scheme under the semi-government sector, the application should be furnished by the hospitalized party.		
5.	When the application is submitted not by the member himself/ herself, (Child/ Spouse/ Parents) a. Child - Copy of the Birth Certificate of the child (under 21 years) certified by the Head of Institution/ Photocopies of the Identity Cards of Children above 16 years certified by the Head of Institution (Translated copies are not valid) b. Spouse - Marriage Certificate certified by the Head of the Institution (Translated copies are not valid) c. Parents - i. Birth Certificate or Identity Card certified by the Head of the Institution (below 70 years) ii. Member's Birth Certificate certified by the Head of the Institution iii. Letter certified by the Head of the Institution confirming that the member is unmarried		
6.	The section to be completed by the Head of the Institution section should be completed with the official seal and signature of the Head of the Institution. (Together with the details of cheques/ SLIPS of the month preceding the date of discharge from the hospital)		
7.	The section to be completed by the Accountant of the institute should be completed with the official seal and signature of the Accountant.		
8.	The section to be completed by the Doctor in the application should be completed with the official seal and signature of the Doctor.		
9.	Copy of Diagnosis Card (with the date of admission, date of discharge, name of patient, official seal and signature of the doctor) certified by Head of Institution		
10.	Original document of pharmacy bills and laboratory bills and receipts during the period of hospitalization		
11.	Original document of the prescription/ medical tests prescribed by the doctor during the period of hospitalization		
12.	Certified photocopy of applicant's bank account to which the monthly salary is credited (clearly and correctly)		
13.	Completed application with member's signature		

All photocopies should be certified by the Head of Institute and stamped with the official seal and submitted to the National Insurance Trust Fund within 90 days from the date of discharge from the hospital.