

CLAIMING PROCEDURE-INSTRUCTIONS

1. Please fill in the name, address and diagnosis in block letters
2. Row (6) Current year: Calculated yearly starting from the date and month of joining.
3. Row (13): Originals of discharge summary and all bills should be presented.
4. If you want to get the originals back, send photocopies of the required documents
5. Originals will be returned once the scrutiny is over. If you want to get originals back immediately, put the originals in a self addressed envelope with adequate stamp for speed post, and keep along with the copies. Originals will be send back soon after verification.
6. In any case,originals will not be returned if the photocopies of the documents are not attached along with.
7. OP Treatments will not be reimbursed unless accepted as day care procedure.Routine investigations as part of health check up will not be reimbursed.
8. Claim application will be rejected if your IMA membership is not up to date at the time of treatment.
9. Claim application will be considered only if the scheme membership is renewed properly and effective at the time of treatment.
10. Bills should reach the office within 2 months [60days] of the discharge date/bill date.
11. In case of conditions in which no IP treatment is mandatory for reimbursement, bills should reach the office within 2 months of purchase/treatment/investigation.
12. In any case, bills older than 2 months will not be accepted.
13. Total amount of bills should be more than 5000/-
14. The reimbursement may take up to 3 months from the receipt of the application in the scheme office.
15. The duly filled form with documents should be sent to the address given below-

Dr.Alex Franklin
Thudakkottil
Dr.PNRA-34,Dr.pai Road,Poojappura,
Thiruvananthapuram-12,

If you have any query/doubt regarding the claim procedure,feel free to call
Phone-09447016953 Email- dralexfranklin@gmail.com