

INDIAN INSTITUTE OF TECHNOLOGY DELHI

COORDINATION SECTION

No.IITD/ICDN/2016/1168

Dated:- 03.2016

12.07.2016


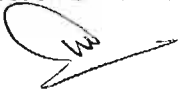
Sub:- Guidelines for processing Medical Reimbursement claims etc.

Ref.:- i. IITD/ICDN/2014/1562 dt.03.12.2014
ii. IITD/ICDN/2013/298 dt. 05.03.2013.

The following guidelines of the Institute on the above subject are once again circulated for kind information of all beneficiaries.

- (1) IITD/ICDN/2014/1562 dt.03.12.2014 - Medical Reimbursement Claims - Rules / Conditions for Processing.
- (2) IITD/ICDN/2013/298 dt. 05.03.2013 - Issue of Medicines Prescribed by OPD Doctors of Recognised Hospitals w.e.f. 11th March, 2013.

This has approval of the Competent Authority.


(N. Bhaskar)
Assistant Registrar (SS)
Coordination Section & Health Unit


All Faculty / Staff Members – through email

- CC to:-
1. Dy.Directors/Deans/Heads of Departments/ Centres / Sections / Units / Cells / Wardens
 2. Chairman, Hospital Advisory Committee
 3. Head, Hospital Services, IITD Hospital
 4. JR (Audit) / AR (Accounts)
 5. Dy. Registrar, Director's Office
 6. Secy., to Registrar
 7. Gen.Secretary, IITEU/ Officers Association / Faculty Forum
 8. Prof.-incharge Publication - To publish in "This Fornight in IIT Delhi"
 9. Head, Hindi Cell – To publish in " Sampark"
 10. Master File

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI - 110016.

COORDINATION SECTION

No.IITD/ICDN/2013/298

Dated: 4.03.2013
05

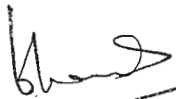
**SUB: ISSUE OF MEDICINES PRESCRIBED BY OPD DOCTORS OF RECOGNIZED HOSPITALS
W.E.F. 11TH MARCH, 2013.**

REF: Earlier Circular Ref.No. IITD/CDN/2009/1355 dt.08/09.07.2009.

Further to the above referred Circular regarding prescription of medicines, it has been decided that reimbursement will be made in case of emergency medicines prescribed to employees by OPD doctors of IIT Delhi recognized hospitals **for five days** instead of three days with effect from 11th March, 2013.

All Heads of Depts./Centers/Sections/Units/Cells are requested to kindly bring the contents of the above notification to the notice of all staff members working under their charge.

This has approval of the competent authority.



(N. BHASKAR)
Assistant Registrar (CDN)

Dy.Directors / Deans/ Heads of Depts./ Centres / Sections / Units / Cells / Wardens

- CC to:-
1. Chairman, Hospital Advisory Committee
 2. Head, Hospital Services
 3. Deputy Registrar (Accounts)
 4. Assistant Registrar (Audit)
 5. PS to Director / Secy. to Registrar
 6. Secy. IITEU / Officers Associations / Faculty Forum
 7. Head, Hindi Cell : To publish in "SAMPARK"
 8. Asst. Registrar, Pub cell : To publish in "This Fortnight in IIT Delhi."
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INDIAN INSTITUTE OF TECHNOLOGY DELHI

COORDINATION SECTION

IITD/ICDN/2014/ 1562
December 3, 2014


Subject: Medical Reimbursement Claims - Rules/Conditions for Processing.

The following rules/conditions are followed by the IITD Hospital for processing the medical reimbursement claims of all the serving and retired employees. All beneficiaries are requested to kindly comply with the said rules and conditions before submitting their reimbursement claims to avoid any delay in processing and payment.

	Situation/Condition	Bills processed or NOT
1	<p>Missing essential documents With every reimbursement claim the employee must attach:</p> <p>(a) Proof of valid prescription: copy of relevant page(s) in the medical booklet or OPD card of the recognized hospital, where the prescription was written</p> <p>(b) Patient's identity details - the copy of the front cover page of the medical booklet</p> <p>(c) Original cash memo/bills.</p> <p>The employee need not submit the reimbursement claims in person in the hospital. He/she can send them through office or by post to Head, Hospital Services.</p>	<p>Bills will not be processed if any of these are missing.</p> <p>Medicines purchased after or before the prescribed duration will be considered as invalid prescription. Example: Doctor prescribed a medicine to be taken for 5 days. The patient purchased medicines 5 days after he/she got the prescription. It will be treated as invalid purchase.</p>
2	<p>Submission of outdated bills: Employee submitted reimbursement claim with many bills of different dates.</p>	<p>Bills of 90 days or more old will not be processed. Other bills, if any, will be processed as per rules. <i>Remark:</i> The date on which bills are received by/submitted to the reimbursement desk in the Hospital will be taken as reference date.</p>
3	<p>Employee had got a prescription of medicines from IITD doctors and he/she did not take the medicines from the pharmacy counter. Instead he/she purchased medicines from the market and submitted the bills for reimbursement.</p>	<p>Bills will not be processed. All users living in NCR have to take prescribed medicines from IITD Hospital only. In case the prescribed are not available in the hospital stock supply order in the name of chemist shop will be issued.</p>
4	<p>Employee had got a prescription from IIT Doctors/ Visiting Doctors. He/she received supply order for non-available admissible medicines from pharmacy counter. Instead of collecting the medicines from the Chemist shop, employee purchased medicines from the market and submitted bills for reimbursement.</p>	<p>Bills will not be processed. After receiving the supply order the employee has to take medicines from chemist shop only. In case the ordered medicines are not available in the Chemist shop, the shop person will return the supply order back to employee after writing "Unable to supply" remark on it with his/her signature and seal. In such situation, the employee can purchase medicines from market and submit the bills along with original supply order for reimbursement.</p>
5	<p>Employee has got a prescription including vitamins/nutrition substitutes. Hospital issued available vitamins/nutrition substitutes. No supply order will be issued for remaining vitamins/nutrition substitutes. The employee purchased balance vitamins/ nutrition substitutes and submitted bills for reimbursement.</p>	<p>Bills will not be processed. Vitamins/ nutrition substitutes are defined as non-admissible medicines. Therefore the cost of these items will not be reimbursed.</p>

6	Employee consulted a doctor in recognized hospital and submitted "Patient Registration Fee" bill and "Doctor consultancy Fee" bill for reimbursement	Bills will not be processed. As per the existing rules the registration fee and doctor consultancy fee are not reimbursable.
7	Employee consulted an allopathic doctor in recognized hospital who prescribed Ayurvedic preparation/medicines. Or consulted an Ayurvedic doctor and got prescription of allopathic medicines. Employee purchased them and submits the bills for reimbursement.	Bills will not be processed because as per government rules no allopathic doctor can prescribe ayurvedic medicine.
8	Employee consulted a doctor in recognized hospital and purchased medicines without coming to IIT Hospital for medicines and submitted bills for reimbursement.	Reimbursement of cost of all admissible medicines required for the first 5 days excluding the day of prescription will be done. The cost of medicines remaining will not be reimbursed. All employees living in NCR are required first to come to IITD Hospital to get medicines. IIT doctor will enter the list of prescribed medicines on the medical booklet and computer system. The Hospital issues medicines of generic name. Supply orders will not be raised for branded medicines for the sake of the brand name.
9	The employee has finalized the date of treatment schedule. He/she is likely to be admitted to the Hospital within next 30 days for treatment under Mediclaim (group medical Insurance) policy. The employee gets test done in recognized diagnostic centre or purchased medicines required for a period 30 before admission and submits bills for reimbursement	Bills will not be processed because the Mediclaim policy is designed to take care of all expenses 30 days prior to hospital admission.
10	The employee was discharged from a hospital after getting the treatment under Mediclaim policy. He/she was prescribed medicines/tests as follow up treatment. He/she got tests done or purchased the medicines and submits bills for reimbursement.	Bills will not be processed because the Mediclaim policy is designed to take care of all expenses 60 days after the patient was discharged from the hospital.

This has approval of the competent authority.


(N. BHASKAR)
 Assistant Registrar (CDN)

Deputy Directors/Deans/Associate Deans
 Heads of Departments/Centres/Sections/Units/Cells
 Head, Hospital Services
 All faculty/staff members (serving and retired) through email
 Registrar
 Deputy Registrar (Accounts)
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 All Notice Boards
 Master File