



Serial No. 827

Circular No. PER/2016 - 17/88

DEPT: INDUSTRIAL RELATIONS DEPT

Date: 27-12-2016

ALL BRANCHES AND
ADMINISTRATIVE OFFICES.

**Subject : IBA GROUP MEDICAL INSURANCE SCHEME FOR RETIREES - GUIDELINES FOR
SUBMISSION OF DOMICILIARY TREATMENT CLAIMS**

Please refer to Head Office Circular Nos PER/2016-17/69, dated 17.10.2016 and PER/2016-17/70, dated 27.10.2016, regarding IBA Medical Insurance Scheme policy applicable for retirees was renewed on 01.11.2016 and will be expiring on 31.10.2017. The retirees have been provided the following two options.

- i) Option I : Normal Renewal on as is basis (Without Domiciliary cover)
- ii) Option II: With Domiciliary expenses benefits option

2. United India Insurance Company Ltd., Mumbai vide their email dated 20.12.2016 has advised guidelines for submission of Domiciliary Treatment Claims as under.

- a) Claim form for Hospitalization is to be used for Domiciliary Treatment claims also.
- b) Claims under Domiciliary treatment for employees shall be on a monthly basis and for a particular month and the same should be submitted to TPA on or before 15th of succeeding month
- c) Retirees may submit their claim forms directly to the TPAs Central Office or Local Office.
- d) **Prescriptions:-** All domiciliary claims are to be supported with original prescriptions.
 - The validity of the prescriptions where time limits are not stated is 90 days from the date of issuance of prescription.
 - In case of prescriptions where the time limit is more than twelve months and for life long medicines, a re-validation shall be made on or before 12 months from the date of its issue.
 - Self attested photo copies of prescriptions shall be accepted provided original is already submitted and stands within the above mentioned time limit. When photocopies are submitted a mention in the claim form having the original already submitted (with month in which it was submitted) may be made for smooth processing.

3. Other terms and conditions in the aforesaid circulars shall remain unchanged.