



NATIONAL FERTILIZERS LTD
CORPORATE OFFICE : PERSONNEL DEPARTMENT : NOIDA

CIRCULAR NO.712 119

No: NFL/Pers/IR/3.34/Mediclaim/

June 20, 2006

Sub : Submission of Medical Claims for Indoor Treatment to be lodged with the Underwriters.

In terms of Mediclaim Policy taken by the Company from M/s. Oriental Insurance Company for the year 2006-07, the medical claims for indoor treatment are to be settled directly by NFL, as per extant rules, on the subject.

With a view to raise claims on the Underwriters, the employees are advised to henceforth submit the complete set of Medical Claims, along with supporting documents, duly page numbered, for Indoor Treatment, in original, along with the List of Documents enclosed with the Claims as per specimen given below : -

List of Documents

S.No.	Description of the Document	Page No.
1.		
2.		
3.		

While submitting the subject claims, following documents in original are required to be enclosed : -

1. Discharge Summary of the Hospital/Nursing Home.
2. Cash Memo/bills supported by proper prescriptions **duly verified** by the employee concerned.
3. Receipt, Pathological test reports supported with prescriptions.
4. Hospital bills with receipts of payments.
5. Break up of each head of hospital bill.
6. Any other detail/document which substantiate the claim

Wherever the treatment is not from any empanelled hospital, Certificate from the Hospital as per proforma attached (**Annexure-I**) shall also be enclosed by the employee, while submitting his claim. However, such treatment shall be permissible only in exceptional circumstances, with permission of Competent Authority.

Units/Offices shall get the complete set of medical claim, so received from the employee, photostat and use the same for processing of the claim. The admissible amount may be reimbursed to the employee strictly as per extant medical rules of the Company. Units shall use the enclosed proforma (**Annexure-II**) along with the above mentioned original documents for claiming the amount from M/s. Oriental Insurance Company. The original set of medical claim is not to be used for processing. However, the medical claims, which have already been passed on original, a photo copy of the same may be retained by the Unit/Office.

: 2 :

Claims may be sent to Corporate Finance Division fortnightly with forwarding letter consecutively numbered containing the following details in **EXCEL FILE** along with a soft copy :-

Claim No. / Date	Employee Name	Name of the Patient	Employee No.	Patient GID No.	Date of admission & discharge	Name of the hospital	Total bill amount	Amount settled	Amount reimbursed to employee	Remarks
1	2	3	4	5	6	7	8	9	10	11

(L.R. Narula)
Manager(P&IR)

Encl. Proforma

Circulation :

- Executive Secy. to C&MD for kind information of C&MD
- SPS to Dir.(Fin.) for kind information of Dir.(Fin.)
- Executive Secy. to Dir.(Tech.) for kind information of Dir.(Tech.)
- Manager to CVO for kind information of CVO
- ED(Tech.)
- CGM(Mktg.), CMO, NOIDA
- CGM(F&A), C.O.
- GM(CP)
- GM(HR) I/c., C.O.
- All HODs at C.O./C.M.O. - For bringing it to the notice of all employees under their control.
- DGM(MS) - For the purpose of Website
- President, NFEU/NFOA, CO/CMO
 - NOTICE BOARDS/VANI
 -

Units/Divisions

- Chief General Manager, Panipat / Nangal
- General Manager (I/c.), NFL, Vijapur / Bathinda
- Heads, HR, Nangal / Bhatinda/ Panipat/ Vijapur
- Heads, F&A, Nangal / Bhatinda / Panipat / Vijapur
- Zonal Manager, NFL, Bhopal / Chandigarh / Lucknow.