



GUJARAT NATIONAL LAW UNIVERSITY

✓ DOCUMENTS CHECKLIST FOR CLAIM:

- Ø Medical Certificate (To be filled in by the Treating Doctor)
- Ø Form “C” – Photocopy. (Registration of Hospital / Nursing Home under Local Government authority)
- Ø Discharge Card – Original.
- Ø Bills in details with break – up (from hospital) / Doctor’s Prescription / Blood / Urine / X – Ray / Sonography etc. for Investigation Reports / test reports all Original. (Along with Hospital / Nursing Home’s case papers)
- Ø Mediclaim claim form duly filled & signed by the employee.

✓ IMPORTANT NOTE :

- Ø Please provide all documents in original.

- Ø Please don't forget to sign each bill / receipt / paper for proper authentication.**
- Ø Please keep a photocopy of all relevant documents for your record.**
- Ø Minimum period for getting reimbursement of post hospitalization expenses is 1 month after submission of all the documents. All the papers should submit to the Personnel Department.**



Gujarat National Law University, Gandhinagar, Gujarat (INDIA)

Medical Reimbursement Form

Sr. No.	Details	
1	Name of the Insured Person	
2	DOB & Age :	
3	Sex:	Male/Female
4	Name of the Employee	
5	Relationship with the Insured Person	
6	Occupation of Insured Person	
7	Any Pension or other financial benefit receiving by insured person, if yes then give details.	
8	Resident Address	
9	Name of the attending medical practitioner	
10	Qualification & Registration Number of Medical Practitioner	
11	Contact Number of Medical Practitioner	
12	Name & Address of Hospital	
13	Date of Admission	
14	Date of Discharge	
15	Bill Amount Total	
16	Remark (If Any)	
17	Signature of the Employee with Date	