

From

The Senior Medical Officer,  
CCS HAU, Hisar

To

The Incharge, Computer Section  
COBS&H  
CCS HAU, Hisar

Memo No. SMO/19/243

Dated:- 08.02.19

**Sub: Guidelines to be attached for Medical reimbursement.**

**Essential documents to be attached for medical reimbursement for IPD patients and Chronic disease patient is as under:-**

<b>IPD &amp; Indoor Patients</b>	
a.	Original Discharge slip
b.	Original reports of all the claimed investigations.
c.	Original prescriptions of all the claimed medicines.
d.	Correctly filled essential certificate and Form AU 5/12
e.	Attested photos with signature from HOD/Section Officers in Form AU 5/12
f.	Counter signature of HOD/Dean/ Director on the claim
g.	Original bills of all the claimed expenses should be written 'Attested and paid by me.
h.	Signature of treating doctor and medical Supdt. of hospital on all the medical bills.
i.	In case the treatment is taken up at any hospital which is not under our panel then an emergency certificate duly attested by the District CMO to be attached with the bills
j.	Last basic pay of the employee/pensioner also mentioned in the proforma.
<b>Chronic Patients</b>	
a.	Original medicines purchase bills
b.	Original reports of all the claimed investigations.
c.	Prescription slip of campus Hospital or from treating doctor.
d.	Correctly filled essential certificate and Form AU 5/12
e.	Attested photos with signature from HOD/Section Officers in Form AU 5/12
f.	Counter signature of HOD/Dean/ Director on the claim
g.	Original bills of all the claimed expenses
h.	Recent Chronic disease certificate should be attached.
i.	In case the treatment is taken up at any hospital which is not under our panel then an emergency certificate duly attested by the District CMO to be attached with the bills
j.	Original chronic certificate is duly attested from SMO University Hospital once and a photocopy of the same should be attested from concerned department ,HOD and then attached with the reimbursement bill file every time.

k. Non-availability certificate of medicine from Campus hospital (for local residents only) & Non-availability certificate of medicine from District hospital (for outside residents only , if prescribed by Government doctor).

l. Purchase of medicines within three days of prescription.

Kindly display this list of documents on the respective notice board of all the departments and offices so that this information is available to all the employees of CCSHAU, Hisar. If any bill is submitted without all related documents, concerned department will be responsible for any delay, in clearance of bill.

*Puro 8/2/19.*  
Senior Medical Officer