

From INDIAN OVERSEAS BANK Personnel Admn. Department Welfare Section Central Office 763, Anna Salai, Chennai 600 002.	To All Indian Branches / Regional Offices/ Zonal offices/Other offices
TRANSIENT SERIES (File: 7 F) Circular No.112/2016-17	
Dated 04.02.2017	

STAFF- WELFARE

NEW MEDICAL INSURANCE SCHEME

GUIDELINES FOR SUBMISSION OF DOMICILIARY TREATMENT CLAIMS FOR EMPLOYEES AND RETIREES UNDER IBA GROUP MEDICLAIM INSURANCE POLICY 2016-17

We refer our earlier (File 7F) Circular No.95/2016-17 Dated 15.12.2016 on the captioned subject.

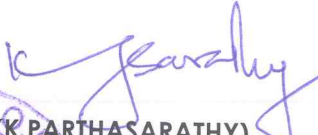
We received communication from United India Insurance Co Ltd, wherein the employees and retirees of our bank are advised to follow the following revised guidelines/procedures for claiming reimbursement for domiciliary treatment under the New Medical Insurance Scheme.

EXISTING	REVISED
<p>1. All Domiciliary Claims are to be supported with original prescriptions and Original bills.</p>	<p>1. The Original prescriptions and doctor's letter are to be submitted wherever and whenever it is possible. However If the employee/retiree requires the original prescriptions/doctor's letter for valid reasons photocopies shall be accepted subject to the following:-</p> <p>a) The photocopy of the prescription may be submitted. In the photocopy of the prescription/doctor's letter, the employee has to declare the reason for his retention and to sign.</p> <p>b) It is to be attested as true copy by Banks Branch Head in Branches, Department Heads in RO/ZO/CO/Inspectorate etc under proper Name, Designation and Office Seal.</p> <p>c) The prescriptions must specify the name of the disease/diagnosis. If it is not mentioned on the prescriptions, the separate certificate or letter from the doctor is required.</p>

Reiterate that the attestation shall be done under Name, Designation, and Office seal of the Bank Official and without this the copies are invalid.

All other conditions mentioned in the previous circular No.95/2016-17 Dated 15.12.2016 remain unchanged.

Branches are hereby advised to bring this to the notice of all the employees and the retirees regarding submission of reimbursement of domiciliary treatment expenses.


(K. PARTHASARATHY)
GENERAL MANAGER

