



अखिल भारतीय आयुर्विज्ञान संस्थान

All India Institute of Medical Sciences

साकेत नगर , भोपाल - 462024

Saket Nagar, Bhopal-462024

MEDICAL REIMBURSEMENT CLAIM COMMITTEE

WORKFLOW CHART

Timeline

Medical reimbursement claim file to be submitted with completed check list (FLAG A) to MRC Committee

Within one month of discharge of the patient/procedure



The MRC Committee will meet every week on Thursday at 11:30am and will check supporting documents, bills etc. and forward the endorsed claim to MS Office

Within 5 days



MS Office will forward the file to finance office

Within 48Hrs.



Finance shall settle the final claim & inform to MRC Committee

Within 15 days



Information to claimant by the MRC Committee

Within 07 days of settlement



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MEDICAL REIMBURSEMENT CLAIM COMMITTEE

Checklist to be filled by claimant*

| S. No. | Item | Yes or No or Not applicable | Remarks by MRC |
|--------|--|-----------------------------|----------------|
| 1. | Medical Claim form duly filled & signed | | |
| 2. | Bills have been submitted for reimbursement within 1 month of purchase/procedure/ discharge of the patient from the IPD or hospital | | |
| 3. | Essentiality certificate endorsed by prescribing consultant of AIIMS Bhopal | | |
| 4. | Copy of OPD prescription paper of AIIMS Bhopal | | |
| 5. | Documentary proof of emergency treatment taken from outside or certified by AIIMS faculty if facilities are not available in AIIMS Bhopal | | |
| 6. | Proof of non-availability From Central Pharmacy | | |
| 7. | Proof of non-availability From Amrit Pharmacy | | |
| 8. | Proof of non-availability From diagnostic laboratory of AIIMS Bhopal | | |
| 9. | Bills endorsed & stamped by the prescribing consultant of AIIMS Bhopal | | |

*Claim with incomplete checklist will not be accepted for process by MRC Committee

Signature of the applicant

Name:

Designation:

Date:

Verified from MS Office