

Dear Sir/Madam

**Re:Guidelines for submission of Domiciliary Treatment  
Claims EMPLOYEES & RETIREES under IBA Group  
Mediclaim Insurance Policy.2016-17**

Claim form for Hospitalization is to be used for Domiciliary Treatment claims also.

Claims under Domiciliary treatment for employees shall be on a **monthly basis** and for a particular month the same should be submitted to TPA on or before 15<sup>th</sup> of the succeeding month.

For Retirees it may be send to the TPAs Central Office or Local Office or if Banks decide so it may be send to Banks BO/RO/ZO who in turn to send to TPAs Office.

Prescriptions :- All domiciliary claims are to be supported with original prescriptions.

The validity of the prescriptions where time limits are not stated is 90 days from the date of issuance of prescription.

In case of prescriptions where the time limit is more than twelve months and for life long medicines, a re-validation shall be made on or before 12 months from the date of its issue

Self attested photo copies of prescriptions shall be accepted provided original is already submitted and stands within the above mentioned time limit. When photocopies are submitted a mention in the claim form having the original already submitted (with month in which it was submitted) may be made for smooth processing.

Please do not hesitate to contact us should you require any further assistance.

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