

GUIDELINES FOR CLAIM OF REIMBURSEMENT

- 1) There is no need to obtain reference from the Medical Officer of W.U.S. Health Centre for availing treatment at the hospital.
- 2) The treatment must be availed only from the Hospitals empanelled only by the University of Delhi. However, in emergency (cases to be corroborated by Emergency Certificate from the treating Physician/Surgeon), the treatment can be availed from the nearest Hospital even if that Hospital is not on the University approved panel. For availing reimbursement of expenses incurred on treatment, nature of Emergency will have to be justified and approved by the Chief Medical Officer.
- 3) Reimbursement bill(s) ought to be submitted by the beneficiaries directly to their concerned University/Department/College in which the beneficiaries are employed. The concerned College/Finance Branch XIII of University will make the reimbursement of the medical bill(s). **All claims must be made within six months of the treatment** else the bills will be summarily rejected.
- 4) The Retired employee must submit their Hospital medical bills/OPD claims directly to the University/Department/College from where they retired. The reimbursement will be made by University/College as the case may be.
- 5) The reimbursement will be as per CGHS/AIIMS approved rates. All extra charges other than the CGHS/AIIMS approved rate list will be borne by the incumbent/beneficiary.
- 6) The reimbursement of the Investigation Bills/Medicine Bills will be made by the W.U.S. Health Centre, if these have been prescribed by the Doctors of the W.U.S. Health Centre only. The name of the Doctor/W.U.S. Health Centre should be mentioned on the bill/cash memo.
- 7) All the beneficiaries of the Health Centre are informed that the payment of investigations/medicines for taking treatment in any Hospital/Doctor other than the W.U.S. Health Centre will not be done by Health Centres, if their bills/cash memos bear the name of the Doctor other than that of W.U.S. Health Centre. They should take the payment of such other medical claims from their Department/Colleges.
- 8) The bills/cash memos of the investigations and medicines will not be reimbursed by the W.U.S. Health Centre, if the name of the doctor other than that of W.U.S. Health Centre has been mentioned.
- 9) All the doctors of W.U.S. Health Centre are requested not to issue the requisition slip to the beneficiaries of Health Centre for investigation/medicines, if they are getting treatment from any Hospital/Doctor other than the W.U.S. Health Centre.

Reimbursement of Diagnostics/ X-ray charges

Such reimbursement will be permitted only if such test facilities are not available or operational in particular W.U.S. Health Centre. Availability and functionality of these tests/equipments must be ascertained from the W.U.S. Health Centre Clinico-Pathological labs and X-Ray Department before getting the investigations carried out in laboratories which are on the panel of University of Delhi.