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FL	
BEHIND INSURANC	E, BEYOND INSURANCE

		<u>FALISATION FOR HEALTH INSURANCE</u> Y PART — C
	(TO BE FILLED IN E	
a.	Name of TPA/insurance Company:	
b.	Toll free phone number:	
c.	Toll free fax:	
d.	Name of Hospital:	
	i. Address	
	ii. Rohini ID	
	iii.e-mail id	
	TO BE FILLED I	BY INSURED/PATIENT
A.	Name of the Patient:	
B.	Gender:	Male Female Third Gender
C.	Age:	(Years) / (Month)
D.	Date of Birth:	(DD/MM/YYYY)
E.	Contact number:	
F.	Contact number of attending Relative:	
G.	Insured Card ID number:	
H.	Policy number/Name of Corporate	
I.	Employee ID:	
J.	Currently do you have any other med claim /heal	th insurance: Yes No
	i. Company Name:	
	ii. Give Details:	
K:	Do you have a family Physician:	Yes No
L:	Name of the Family Physician:	
M:	Contact number, if any:	
N:	Current Address of Insured Patient:	
O:	Occupation of Insured Patient:	
	(PLEASE COMPLETE DEC	CLARATION OF THIS FORM)
	TO BE FILLED BY TREAT	TING DOCTOR/HOSPITAL
A:	Name of the treating Doctor:	
B:	Contact number:	

C:	Nature of Illness/Disease with presenting complaint:	
D:	Relevant Critical Findings:	
E:	Duration of the present ailment Days	
	i. Date of First consultation: DD/MM/YYYY	
	ii. Past history of present ailment, if any	
F:	Provisional diagnosis:	
	i. ICD 10 code	
J:	Proposed line of treatment:	
	i. Medical Management ()	
	ii. Surgical Management ()	
	iii. Intensive care ()	
	iv. Investigation ()	
	v. Non-allopathic treatment ()	
H:	If investigation and/or Medical Management provide details	
	i. Route of Drug Administration	
:	If surgical, name of surgery	
	i. ICD 10 PCS code	
ſ:	If other treatment, provide details	
K:	How did injury occur	
L:	In case of accident	
	i. Is it RTA:	
	ii. Date of Injury: Yes No	
	iii. Report to Police Yes No	
	iv. FIR NO	
	v. Injury /Disease caused due to substance abuse/alcohol consumption Yes	No
		_
	vi. Test conducted to establish this (if yes, attach report) Yes	No
M.	In case of Maternity G P L A	
	i. expected date of Delivery DD/MM/YYYY	
	DETAILS OF PATIENT ADMITTED	
A .	Date of admission DD/MM/YYYY	
3.	Time of admission (HH : MM)	
с.	Is this an emergency/planned hospitalization event: Emergency Planned	
		2 P a g



D.	Mandatory Past History of any chronic illness	if yes (Since month/year)
	i. Diabetes	
	ii. Heart disease	
	iii. Hypertension	
	iv. Hyperlipidemias	
	v. Osteoarthritis	
	vi. Asthma/COPD/Bronchitis	
	vii. Cancer	
	viii. Alcohol/Drug abuse	
	ix. Any HIV/or STD Related ailment	
	x. Any other ailment, give details	
E.	Expected number of Days/stay in hospital	Days
F.	Days in ICU	Days
G.	Room Type	
H.	Per day room rent + nursing and service charges+ pa	tients diet Rs
I.	Expected cost of investigation + diagnostic	Rs
J.	ICU charges	Rs
K.	OT charges	Rs
L.	Professional fees Surgeon +Anesthetist Fees +consu	
M.	Medicines + Consumables + Cost of Implants (if app	
		Rs
N.	Other hospital expenses if any	Rs
0.	All-inclusive package charges if any applicable	 Rs
P.	Sum Total expected cost of hospitalization	Rs
		ARATION
	```	very carefully)
We	confirm having read understood and agreed to the	Declarations of this form
a.	Name of the treating doctor	
b.	Qualification:	
c.	Registration number with State code	
	Hospital Seal	Patient/Insured Name and Sign
	(Must include Hospital ID)	<b>-</b>



#### **DECLARATION BY THE PATIENT I REPRESENTATIVE**

- a. 1 agrees to allow the hospital to submit all original documents pertaining to hospitalization to the Insurer/T.P.A after the discharge. I agree to sign on the Final Bill & the Discharge Summary, before my discharge.
- b. Payment to hospital is governed by the terms and conditions of the policy. In case the Insurer /TPA is not liable to settle the hospital bill, I undertake to settle the bill as per the terms and conditions of the policy.
- c. All non-medical expenses and expenses not relevant to current hospitalization and the amounts over & above the limit authorized by the Insurer/T.P.A not governed by the terms and conditions of the policy will be paid by me.
- d. I hereby declare to abide by the terms and conditions of the policy and if at any time the facts disclosed by me are found to be false or incorrect I forfeit my claim and agree to indemnify the Insurer / T.P.A
- e. I agree and understand that T.P.A is in no way warranting the service of the hospital & that the Insurer /TPA is in no way guaranteeing that the services provided by the hospital will be of a particular quality or standard.
- f. I hereby warrant the truth of the forgoing particulars in every respect and I agree that if I have made or shall make any false or untrue statement, suppression or concealment with respect to the claim, my right to claim reimbursement of the said expenses shall be absolutely forfeited.
- g. I agree to indemnify the hospital against all expenses incurred on my behalf, which are not reimbursed by the Insurer / TPA.
- h. "I/We authorize Insurance Company/TPA to contact me/us through mobile/email for any update on this claim".
  - a) Patient's / Insured's Name:
  - b) Contact number: c)e-mail Id (optional)

d) Patient's / Insured's Signature:

```
Date:
```

Time:

#### **HOSPITAL DECLARATION**

- a. We have no objection to any authorized TPA /Insurance Company official verifying documents pertaining to hospitalization.
- b. All valid original documents duly countersigned by the insured/patient as per the checklist below will be sent to TPA / Insurance Company within 7 days of the patient's discharge.
- c. We agree that TPA / Insurance Company will not be liable to make the payment in the between the facts in this form and discharge summary or other documents
- d. The patient declaration has been signed by the patient or by his representative in our presence.
- e. We agree to provide clarifications for the queries raised regarding this hospitalization and we take the sole responsibility for any delay in offering clarifications
- f. We will abide by the terms and conditions agreed in the MOU.
- g. We confirm that no additional amount would be collected from the insured in excess of Agreed Package Rates except costs towards non-admissible amounts (including additional charges due to opting higher room rent than eligibility/choosing separate line of treatment which is not envisaged/considered in package).
- h. We confirm that no recoveries would be made from the deposit amount collected from the Insured except for costs towards non-admissible amounts (including additional charges due to opting higher room rent than eligibility/ choosing separate line of treatment which is not envisaged/considered in package).
- i. In the event of unauthorized recovery of any additional amount from the Insured in excess of Agreed Package Rates, the authorized TPA /Insurance Company reserves the right to recover the same from us (the Network Provider) and/or take necessary action, as provided under the MoU or applicable laws.

Hospital Seal

Doctor's Signature

Date:

Time



### NETWORK HOSPITAL - DECLARATION BY PATIENT/PATIENT'S ATTENDANT

Name of the Hospital :		Date :
Address :		
PATIENT NAME (BLOCK LETTERS) :		AGE/SEX :
IP No :	UHID No :	Mobile No of Patient :
Date of Admission :	Time of Admission	·
Date of Discharge :	Time of Discharge :	
Address of the Patient :		
NAME OF THE ATTENDANT :		Relationship with the Patient :
Mobile No. of Attendant :	Address :	

Declaration regarding Insurance Policy (Strike off the option which is not applicable)

- Declaration when patient has no insurance policy:
  - I declare that I do not have any insurance policy.

#### (ii) Declaration when patient has insurance policy:

• I declare that I have following Insurance Policies

Policy No/TPA card No:_____

(i)

Insurance Company:_____

2) Whether patient opted for Eligible Room Category under Policy: Yes / No

3) In case, policyholder wishes to avail better facility:

Name of the Additional Facility/ Provision/ Procedure/ Treatment
which costs Rs :
(In words:
) only.

On my own option, I wish to avail above better facility and I hereby agree to pay on my free will, after being explained in detail by the Hospital authority in my own and understandable language about the above mentioned Additional Facility/Procedure/Treatment and associated cost of it, which is over and above the agreed tariff. Further, if I opt to go for final bill reimbursement with insurance company, respective insurance company will reimburse only as per agreed tariff rates and balance amount will be borne by myself or patient only.

I have also been explained that when room service of a category better than eligible room rent is availed by the patient, not only the difference in room rent but also an equal proportion of all other charges associated with the treatment shall be borne by me.

CENTRAL KYC REGISTRY   Know Your Customer (KYC) Application Form   Individual												
Important Instructions:         A) Fields marked with "* are mandatory fields.         B) Self-Certification of documents is mandatory         C) Please fill the form in English and in BLOCK letters.         D) Please fill the date in DD-MM-YYYY format.         E) Please read section wise detailed guidelines / instructions at the end.    F) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end. G) List of two character ISO 3166 country codes is available at the end. H) KYC number of applicant is mandatory for update application. I) For particular section update, please tick ( ) in the box available before the section number and strike off the sections not required to be updated.												
For office use only	Application Type*	New	Update	Account Type*	Normal	Small						
(To be filled by financial institu	ution) KYC Number			(M.	andatory for KYC update	request)						
1. PERSONAL DETAILS (Please refer instruction A at the end)												
<b>—</b>		rst Name		Middle Name		Last Name						
Name* (Same as ID proof												
Maiden Name (If any*)												
Father / Spouse Name*												
Mother Name*												
Date of Birth*	PHOTO											
Gender*	M- Male		F- Female	T-Transgen	der							
Marital Status*	Married		Unmarried	Others								
Nationality*	IN- Indian		Others (ISO	3166 Country Code	)							
Residential Status*	<ul> <li>Resident Individual</li> <li>Foreign National</li> </ul>		☐ Non Resident ☐ Person of Ind									
Occupation Type*	<ul> <li>S-Service ( Private</li> <li>O-Others ( Profes</li> <li>B-Business</li> <li>X- Not Categorised</li> </ul>		Public Sector Self Employe		Sector) ousewife □Student)	Signature / Thumb Impression						
2. TICK IF APPLICAB			POSES IN JURIS	DICTION(S) OUTSI	DE INDIA (Please refer instr	ruction <b>B</b> at the end)						
ADDITIONAL DETAILS RE												
ISO 3166 Country Code of												
Tax Identification Number of												
Place / City of Birth*			ISO 3166 Coun	try Code of Birth*								
·				-								
3. PROOF OF IDENTI	TY (Pol)* (Please refer inst	truction <b>C</b> at	the end)									
(Certified copy of <u>any one</u> of th	e following Proof of Identity[P	ol] needs to	be submitted)									
A- Passport Number				Passport Expiry I	Date DD-MM							
B- Voter ID Card												
C- PAN Card												
D- Driving Licence				Drivina Licence E	Expiry Date DD-MM							
E- UID (Aadhaar)				5								
F- NREGA Job Card												
Z- Others (any document	t notified by the central govern	nment)		Identificati	on Number							
4. PROOF OF ADDR												
(Certified copy of <u>any one</u> of th				at the end)								
Address Type*		_		Business	Desistand Office							
Proof of Address*	Residential / Business     Reseport	_	Residential	UID (Aadhaa	Registered Office	Unspecified						
Address	Passport Voter Identity Card		Driving Licence NREGA Job Car		please specif	fy						
Line 1*												
Line 2												
Line 3					/ / Town / Village*							
State / U.T Code*	Pin /	Post Code	;	150 3 16	6 Country Code*							

4.2 CORRESPONDENCE																					
Same as Current / Permar	ient / Overse	eas Addres	s details	(In case o	f multiple	e corre	espond	ence /	local	add	resse	s, plea	ase fill	'Anr	iexu	ire A1	')			1	
Line 1*																					
Line 2																					
Line 3											-	/ Tov		-							
State / U.T Code*			Pin / Po	st Code*					I	ISO	3166	6 Cou	Intry	Code	9*						
4.3 ADDRESS IN THE JU				APPLICA	_	_										olicab	le if s	ectio	n 2 i	s ticke	ed)
Same as Current / Permar	ient / Overse	eas Addres	s details		L	Sa	me as (	Corres	ponde	ence	e / Loc	al Ado	dress	detai	ls						
Line 1*																					
Line 2															. [						
Line 3											City	/ Tov	vn / V	-							
State*						ZIF	P / Pos	t Cod	e*					I	SO	3166	Co	untry	Co	de^	
5. CONTACT DETAILS (All communications will be sent on provided Mobile no. / Email-ID) (Please refer instruction F at the end)																					
Tel. (Off)	-			ſel. (Res)			_					Mo	bile		7—[						
FAX -	-		E	Email ID															$\square$		
6. DETAILS OF RELATE		N (In case)	of addition	nal related r	persons r	olease	fill 'Ann	exure f	31' ) (r	oleas	se refe	r instri	uction	<b>G</b> at t	he e	nd)					
Addition of Related Person	Deletion						umber o		, ,												
Related Person Type*	🗌 Guardia	an of Minor	🗌 No	ominee	Ass	ignee	e 🗆	Autho	orized	d Re	prese	entativ	/e		Bene	eficial	Owr	ner		Bene	ficiary
	Prefix		First I	Vame				Μ	iddle	Nam	ne						Las	t Nar	ne		
Name*																					
	(If KYC num	iber and han	ne are pro	vided, belo	w details	or sec	tion 6 a	re optic	nai)												
PROOF OF IDENTITY [Pol]	OF RELATE	D PERSON*	(Please s	see instruct	ion ( <b>H</b> ) at	the er	nd)														
A- Passport Number								Pas	sport	t Ex	piry [	Date		D	D		M	Y	Y	ΥY	
B- Voter ID Card																					
C- PAN Card				7																	
D- Driving Licence								Driv	ina L	.icer	nce E	xpiry	Date	e D	D		M	- Y	Y	γY	
E- UID (Aadhaar)									5			1. 2									
F- NREGA Job Card																					
Z- Others (any document	notified by t	the central	governme	ent)					Id	enti	ficatio	on Nu	ımbe	r							
7. REMARKS (If any)																					
8. APPLICANT DECL	ARATION																				
I hereby declare that the details furni																					
changes therein, immediately. In cas I/we may be held liable for it.				taise or untru	le or misiead	aing or i	misrepres	enting, i/	vve am/	are av	vare tha	IC									
<ul> <li>My personal / KYC details may be s</li> <li>I hereby consent to receiving information</li> </ul>				S/Email on the	above regi	stered r	number/en	nail addre	ess												
Date : DD-MM-	YYYY	1	Place :											Signa	ture	/ Thum	b Impr	ession	of Ar	oplicant	
		1																			
9. ATTESTATION / FO	R OFFICE																				
	Self-Certifi		True Cop	oies 🗌	Notary	R	isk Ca	tegory	'		High			Med				Low	,		
IN PERSON VE	RIFICATION	CARRIED C	OUT BY								11	NSTIT	UTION	I DET	AILS	6					
Identity Verification	one D	Date D	— M N	I — Y Y	YY	N	ame														
Emp. Name						Co	ode														
Emp. Code																					
Emp. Designation																					
Emp. Branch																					

# **BREACH CANDY HOSPITAL TRUST**

# **CONSENT FORM - CASHLESS CLAIM**

## List of Documents to be carry with the pre-authorization Form

- 1) Fully Filled pre-authorization form (provided by the hospital).
  - 2) Pan card & Adhaar card of the Patient.
  - 3) Pan card & Adhaar Card of Primary Insured.
  - 4) Relevant Investigation Reports.
  - 5) Vaild Insurance ID.
  - 6) Cancelled Cheque of Patient Account.

### **Highlights:**

- For all planned cases the pre-authorization form has to be processed a week prior to hospitalization. For emergency admissions the pre-authorization form has to be submitted to the TPA desk within 24 hours of hospitalization.
- In the absence of a valid initial authorization letter, the patient will be admitted as a Cash patient and will be required to pay the requisite deposit on admission as per the protocol.
- At the time of submission of the pre-authorization form the patient has to pay Rs. 30,000/- as a deposit towards admission. This deposit is adjustable/refundable depending upon the final bill and the final approval amount of the patient.
- If a TPA inpatient undergoes an additional procedure which is not mentioned in the Preauthorisation form then the additional documents will be processed by the TPA desk. If the approval is not received before the surgery the patient will be treated as a Cash patient & 90% of the estimated amount needs to be paid as a deposit.
- In case of an Emergency/Unplanned surgery the patient will be treated as a Cash patient & 90% of the estimated amount needs to be paid as a deposit within 24 hours of the surgery.
- On the day of discharge once all required documents are sent to the Insurance Co. /TPA, it takes up to 4hrs. for the approval to come. Patientcan be physically discharged only after final approval is received by the hospital.
- At the time of discharge the hospital will retain 5% of the Final Approval amount as a Security deposit which will be refunded to the patient after the final settlement from the Insurance Company, the duration of which is variable (minimum is 45 days).

## Consent :

I am fully aware of the details mentioned in the co-morbiditie	s/pre-existing i	llness/past history diseases see	ction						
of my insurance claim form filled in by me. If there is any difference in the information filled in the claim form									
as against the past history filled in the Initial Assessment form at the time of admission then the hospital shall									
not be liable for any issues with regards to getting the approval from the insurance. I will not hold hospital									
responsible if the Insurance/TPA denies the entire claim for this reason and I shall settle the entire bill.									
I declare that I have been explained all the above mentioned points and I agree to the same.									
Patient Name : BH No DOA :									
Name & Signature of person submitting Claim Documents :	12								
Date :									
			e.						

For Office Use Only

Received by : _

Date & Time : __

BCHT/TPA/CON/3/01-23

# **BREACH CANDY HOSPITAL TRUST**

## IMPORTANT INFORMATION REGARDING YOUR CASHLESS CLAIM

- 1. For all planned cases the pre-authorization form has to be processed a week prior to hospitalization. For emergency admissions the pre-authorization form has to be submitted to the TPA desk within 24 hours of hospitalization.
- 2. Admission will be on the basis of the authorization letter received from the TPA/Insurance Company which is only a provisional authorization. Please show a copy of this letter on the Admission Desk at the hospital at the time of Admission.
- 3. In the absence of a valid initial authorization letter, the patient will be admitted as a Cash patient and will be required to pay the requisite deposit on admission as per the protocol.
- 4. If any query is raised before or during the hospitalization which requires to furnish additional information of the Medical condition of the patient then the clarification will be provided by the Consultant/Surgeon and may be delayed depending upon the availability of the Consultant/Surgeon.
- 5. If the query requires to provide any details which are non-medical in nature the TPA desk will reply to them as soon as possible which may require help from the patient relative.
- 6. At the time of submission of the pre-authorization form the patient has to pay Rs. 30,000/- as a deposit towards admission. This deposit is adjustable/refundable depending upon the final bill and the final approval of the patient.
- 7. In a single hospitalization one can avail cashless only with one TPA/Insurance Company, if the patient has more than one policy they can avail the reimbursement facility. Please contact the TPA Desk for further details.
- 8. For knowing the coverage of any particular (Medical/Surgical) condition under your Policy, please read the T&C of your policy document or speak to your agent.
- 9. For Room Eligibility of the patient please contact your agent for criterion of admission as per the policy of the patient.
- 10. If a TPA inpatient undergoes an additional procedure which is not mentioned in the Preauthorisation form then the additional documents will be processed by the TPA desk. If the approval is not received before the surgery the patient will be treated as a Cash patient & 90% of the estimated amount needs to be paid as a deposit.
- 11. In case of an Emergency/Unplanned surgery the patient will be treated as a Cash patient & 90% of the estimated amount needs to be paid as a deposit within 24 hours of the surgery.
- 12. On the day of discharge once we send all required documents to Insurance Co. / TPA, it takes up to 4 hrs. for approval to come. The patient can be physically discharged only after approval comes as per the policy.
- 13. Half day charges will be levied for patients if the discharge process is initiated between 11.00 am to 1.00 pm. All discharges processed after 1.00 pm will attract full day charges.
- 14. The original reports and bill will be handed over to the TPA/Insurance Company for processing of the claim. A copy of all the reports will be available at the reports counter, 7 days after the discharge.
- 15. A copy of the Discharge Summary will be provided to the patient at the time of discharge.
- 16. At the time of discharge the hospital will retain 5% of the Final Approval amount as a Security deposit which will be refunded to the patient after the final settlement from the Insurance Company, the duration of which is variable(minimum is 45 days).
- 17. Any deductions toward non-medical items, exclusions, class based billing etc. will have to be borne by the patient (this will not be adjusted against the security deposit).
- 18. Please submit a cancelled cheque to get the refund into your account directly.
- 19. In case of denial of the cashless claim (due to withdrawal or rejection of the claim) during the hospitalization or at the time of discharge the patient will be treated as a cash patient and will be expected to clear the entire bill of the hospital and proceed for the reimbursement process.
- 20. Only approval letters received on the Email or the Portal will be considered valid.
- 21. There may be a delay in receiving the approval on Public Holidays or Sundays.

BCHT/TPA/INFO/3/01-23

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#### **Highlights:**

- For all planned cases the pre-authorization form has to be processed a week prior to hospitalization.
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- At the time of submission of the pre-authorization form the patient has to pay Rs. 30,000/- as a deposit towards admission. This deposit is adjustable/refundable depending upon the final bill and the final approval amount of the patient.
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