

GENERAL GUIDELINES FOR MEDICAL TREATMENT
AT CGHS EMPANELLED HOSPITALS

To take inpatient treatment submit the following documents in Medical Section of the Institute:

1. Estimation letter from CGHS empanelled hospital addressed to the Director, ICMR-NIN.
2. Photocopy of Pensioner's Medical Card.
3. Pensioner's covering letter requesting Director, ICMR-NIN to issue a credit letter for inpatient treatment.

In case of inability to submit hard copies of the above documents send copies of the above mentioned documents to the Medical Section of the Institute through e-mail. The e-mail id is given below:

Medical Section : ninmedical2019@gmail.com

Based on submission of the above documents, ICMR-NIN will issue a credit letter.

Some of the CGHS empanelled Hospitals do not extend the cashless treatment facility even though the Pensioner wants to take the treatment from the same hospital, in this case they have to submit the following documents to the ICMR-NIN, Hyderabad.

- (i) Proposed admission intimation and Estimation letter from hospital addressed to the Director ICMR-NIN, Hyderabad.
- (ii) Pensioner's covering letter requesting Director to issue Permission letter in favour of the concerned Hospital.
- (iii) Photocopy of pensioner's Medical card.

In the above circumstances, ICMR-NIN will issue a Permission letter in favour of the concerned CGHS empanelled Hospital to charge medical expenses as per CGHS approved rates. The pensioner has to pay entire bill amount and submit the bills to the Institute along with all required forms duly attested by the hospital authorities for reimbursement.

Check List for Medical Reimbursement:

- Form- 97 signed by the claimant (Pensioner/ Family Pensioner).
- Form- 103 (Essentiality certificate) signed/ issued from the Hospital.

- Photocopy of Pensioner's Medical card.
- Original/Self attested copy of Permission letter (or) Justified Emergency letter from treating doctor/Hospital.
- Discharge Summary (in original).
- Original Hospital Bill with date wise Break-up.
- Original Pharmacy Bill
- Original Pathology Bill with date wise Break-up.
- All Investigation reports.
- Original Cash receipts.
- Original Pharmacy bill (For medicines purchased on discharge).

NOTE: All the Bills & Receipts submitted must be signed and stamped by the Hospital Competent Authority.

All the pensioners/family pensioners are requested to keep for themselves a photocopy/xerox copy of each of all the documents (Prescription Slips, Bills, Receipts, Certificates and medical reimbursement form duly signed by the Hospital Authorities, etc.,) at the time of submission of their medical reimbursement bills to ICMR-NI N, Hyderabad.

All the pensioners are requested to follow these guidelines.

Please familiarize family members about the guidelines for medical treatment so that in emergency they can do the needful.