



UNIVERSITY OF ALLAHABAD

No. UOA/ Med. Cell/2017/237

Dated: 19.01.2017

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Order

All the AUCHS Beneficiaries are here by informed to follow the guideline given below to facilities the Medical Cell for early disposal for their Medical Claims.

1. Always submit separate bill for each family members/wards.
2. The Bills must be submitted in original duly signed by the subscriber and doctor prescribing the medicines.
3. The prescription must accompany the bills in chronological order.
4. The Bill format should be filled properly duly signed by the subscriber. (Form attached)
5. The bill should be submitted within three months except when it is beyond the means of the subscriber then the same will be decided by the Vice-Chancellor for admissibility.
6. In non emergency cases reference from SMO must invariably be taken and must accompany the claim.
7. The claim must be submitted in sequence given below.
 - a. The Reimbursement Form.
 - b. The Prescription in original (for prolong treatment certified true copy is admissible)
 - c. The Bills of Medicines in original.

By Order.

NRB
19/1/17

Registrar

Copy to:

1. To all AUCHS Subscribers.
2. PA to V.C for information.
3. For Website ICT Cell.

Sharma
19/01/17
Joint Registrar

Website

Sharma

28/1/17