

SOP OF REIMBURSEMENT CLAIM PROCESS

1. To get all bill vouchers & relevant forms completed, verify and signed by treating consultant from his/her department.

*All information should be filled completely.

- a) Name of Treating Consultant Dr.....
- b) Name of Department.....
- c) Diagnosis.....

2. The completed reimbursement form with necessary attachment to be submitted in MS Office (Reimbursement Cell).

(Verification and then submission in receipt return)

Attachments :-

S.NO.	KGMU OPD	KGMU IPD	OUTSIDE'S EMPLOYEES
1.	Application	Application	Application
2.	Certified Form 'A'	Certified Form 'B'	Certified Form A or B
3.	Certified Bill Vouchers	Certified Bill vouchers	Certified Bill vouchers
4.	Health Book & KGMU ID	Health Book & KGMU ID	NA
5.	Copy of Bank Pass Book	Copy of Bank Pass Book	NA
6.	Salary Slip	Salary Slip	NA

3. No fee is to submitted.

4. The completed & signed form can be collected after 3 to 5 working days from reimbursement cell.
