

ANNEXURE-IV

**MAULANA AZAD NATIONAL URDU UNIVERSITY  
(Salary and personal claims Section-F&A)  
RETURN MEMOS FOR MEDICAL BILLS**

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Bill No's \_\_\_\_\_  
 Bill Amount Rs. \_\_\_\_\_

**Observations by Finance and Accounts**

1. Time bar bills/alteration at pharmacy bill date/amount ( )
2. Prescription is not enclosed/Original receipts / bill are not enclosed. ( )
3. Proforma is not signed by Employee/Certificate 'A' is not signed by Medical Officer with registration number and stamp. ( )
4. Cash bills/Receipts are not countersigned by doctor ( )
5. Certificate 'A' is not correctly/completely filled, specially point-f ( )
6. Medicines/Tests/Details of treatment, are not prescribed ( )
7. Diagnostic reports/ Diagnostic receipts are not enclosed. ( )
8. Employee Signature Missing ( )
9. Treatment date not mentioned in Certificate 'A' ('F') ( )
10. Total claim amount and admissible amount details not mentioned ( )
11. Prescription date and treatment date on certificate 'A' (f) is not matching ( )
12. Patient name written wrong in Certificate 'A' ( )
13. Certificate from Medical Officer ( )
14. One Proforma (Medical Reimbursement form), for more then one prescriptions. ( )
15. Consultation date not matching with pharmacy bill ( )
16. Number of days /Number of medicines not mentioned by Doctor ( )
17. Some Pharmacy bills not matching with Prescription Date ( )
18. Date of Mfd./Expire/ Batch No. not mentioned at Pharmacy bill ( )
19. Medicines prescribed at prescription not matching with medicines purchased ( )
20. Treatment period at point 'F' \_\_\_\_\_, Medicines purchased \_\_\_\_\_ ( )
21. Pharmacy bill/Diagnostic Bill Before Consultation Date ( )
22. Some medicines not prescribed by Doctor purchased ( )
23. Pharmacy bill without Hospital/Doctor's Seal/Signature /Reg. Number ( )
24. Medicine purchased after 10 days of Consultation date ( )
25. As per IAO opinion and approval of Registrar, Health Centre service be utilized ( )
26. Consultation date not mentioned in bill form and treatment date on certificate 'A' (f) is not matching with pharmacy bills ( )
27. Medicine purchased on \_\_\_\_\_ for \_\_\_\_\_ Days, same medicine purchased on \_\_\_\_\_ for \_\_\_\_\_ Days i.e purchased more medicine. ( )
28. Patient not matching in pharmacy bill ( )
29. Discharge summary /Doctor's Prescription not attached ( )
30. Purchase of "Gel Seat Cushion Ball Type" not medicine ( )
31. Consultation date mentioned at medical bill form not matching with prescription ( )
32. Tests not prescribed by Doctor, done by patient ( )
33. Injections/Tests/Medicines claimed bill for the same not attached ( )
34. Consultation fee charged in bill 01, \_\_\_\_\_ bill 02 \_\_\_\_\_ & in bill 03 \_\_\_\_\_ ( )
35. Some Medicines purchased more than doctor prescribed ( )
36. Consultation date mentioned at bill form, prescription for the same not attached ( )
37. Reg. No. not mentioned at Medical form (Certificate A) ( )
38. Prescription/Medicines prescribed /tests suggested by one doctor, sign and stamp by other doctor ( )
39. Consulted one time to doctor, but claimed for three consultations ( )
40. Number of medicines purchased not matching, \_\_\_\_\_ is in admissible item ( )
41. Alteration in pharmacy/\_\_\_\_\_ Bill ( )
42. Valid prescription not attached and ( )
43. Proper Pharmacy/ Diagnostic / physiotherapy/surgical bill not enclosed ( )
44. Consultation date/pharmacy bill dated are after Medical Cell Inward date ( )
45. Consultation date mentioned not matching with prescription attached and pharmacy bills/ prescription wise pharmacy/diagnostic bills not attached ( )
46. Purchased equipment ( )
47. Inpatient bill ( )
48. Calculation/Totaling errors ( )
49. ( )

UDC

D.R(F&A)