



MANUU/Medical Cell/ 2015-16/

Dated: 10th December, 2015

MEDICAL CELL

Sub: General Guidelines for Medical Reimbursement - Reg.

All the regular / retired employees of MANUU are hereby informed that the Hon'ble Vice - Chancellor has emphasized that the health of MANUU employees and their dependents is to be given utmost priority.

In view of the above "General Guidelines" regarding MANUU's Medical Policy for submission of Medical reimbursement bills and other related matters has been prepared and put up on the University official website www.manuu.ac.in for information to MANUU beneficiaries.

The objectives of this exercise is to ensure that the processing of medical bills becomes simpler, faster and transparent in a credible manner.

In order to achieve these objectives, the MANUU beneficiaries are requested to go through and follow the following Notifications and General Guidelines etc. for preferring medical claims,

(Annexure - I) Notification No. MANUU/Admin. III/F.344/2009-10/753 dated 29.03.2010 pertaining to approval given by the 33rd Executive Council meeting held on 22.12.2009 regarding the "Medical Reimbursement Regulations - 2010".

(Annexure - II) General Guidelines for preferring medical claims for MANUU employees for both Outpatient and Inpatient claims.

(Annexure - III) Frequently asked questions (FAQ's) along with answers about CGHS as provided by Internal Audit Officer.

(Annexure - IV) Checklist of documents etc. as provided by Finance & Accounts Section.

(Annexure-V) Revised list of Empanelled Hospitals. (Note: The University will not issue Credit letter for cashless Hospitalization to Non - Empanelled Hospital for whatsoever reason(s). However such request(s) for re-imburement shall be allowed only as per CGHS rates only as may be extant).

All employees are requested to follow the above mentioned guidelines scrupulously while preferring & filling of medical reimbursement claims. All the columns which are mentioned in the medical reimbursement forms, both for Outpatient & Inpatient treatment are to be filled in totality. Incomplete forms will not be entertained and will be rejected summarily. These guidelines shall be **effective from 10th December, 2015 onwards.**

Note: All claims to be submitted/ posted to authorized personnel only in Medical Cell. University shall not be responsible for Lost/misplaced claim(s) if not submitted at the designated section.

"Kindly help us to help you & serve you better."

Registrar i/c