

केरलपरिमंडल KERALA CIRCLE

दूरसंचारभवन, पी.एम्.जी.जंक्शन

Door Sanchar Bhawan, PMG Junction

तिरुवनंतपुरम Thiruvananthapuram-695033

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भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

No.Gen1/MRS/197/2018-19

Dated 08th December, 2020

To

All BA Heads,
BSNL Kerala.

Sub:- Processing of medical bills

Rules and guidelines are issued by BSNL Corporate Office from time to time, to be followed for scrutiny and approval/sanction of Medical bills for payment.

In the medical claims forwarded by the BAs to the Circle Office, the following omissions have mostly been observed by the undersigned ;

1. Visit Certificate not attached : Care should be taken that visit certificate to the hospital by the respective BA Administration is invariably attached with the claims for the patients admitted in the empanelled /non-empanelled hospitals for processing the bills for reimbursement.
2. Discharge summary : In many cases, it is seen that discharge summary issued by the hospital authorities not attached along with the Bills. Discharge summary is to be attached with the claim in any case.

All BA Heads may issue instructions to the sections concerned to comply with the instructions/guidelines in force, for reimbursement of medical bills.

The medical claims which are beyond the limit of approval of BA Heads should be forwarded to Circle Office only after due verification of the records.


Chief General Manager

निगमित कार्यालय: भारत संचार भवन, हरीश चंद्र माथुर लेन, जनपथ, नई दिल्ली -110001

Registered & Corporate Office : Bharat Sanchar Bhawan, Harish Chandra Mathur Lane, Janpath, New Delhi-110001

Corporate Identity Number (CIN) : U74899DL2000GOI107739

Website : www.bsnl.co.in