

PARAMOUNT HEALTH SERVICES & INSURANCE TPA PRIVATE LIMITED (IRDA License No. 006)			
[formerly known as PARAMOUNT HEALTH SERVICES (TPA) PVT.LTD]			
Plot no.A-442, Road No-28,M.I.D.O Industrial Area, Wagale Estate, Ram Nagar, Vitthal Rukmani Mandir, Thane (W), Mumbai, Pin Code — 400 604			
<b>CLAIM ACKNOWLEDGMENT SHEET</b>			
<b>Name of Insurer :</b>		<b>PHS ID :</b>	
<b>Insured Name :</b>		<b>Employee No :</b>	
<b>Patient Name :</b>		<b>Mobile No :</b>	
<b>Policy No :</b>		<b>Phone (STD) :</b>	
<b>Name of Corporate:</b>			
<b>Type of Claim (To be ticked):</b>	Main Hospitalisation / Pre-Post Hospitalisation / OPD Claim / Deficiency Retrieval / Critical Illness / Cash Benefit	<b>E-Mail ID of primary insured :</b>	
<b>CLAIM DOCUMENT CHECK LIST</b>			
Sr. No	Description	Document Status(Y/N)	Remarks
1	IRDA Claim Form duly signed by the Insured & Hospital Part-A: Duly signed by the insured with Claimed amount ,Mobile number & Email ID along with PHS ID Part-B: Duly signed and stamped by hospital Declaration form duly signed & stamped by the hospital in case treatment taken is under PPN/GIPSA hospitals.		
1.a	Policy Declaration Form duly signed by the Insured & Hospital hospitals.		
2	In case of No Intimation / Delay Intimation & Delay in submission of claim, a letter from insured is required stating reason for the same.		
3	Original Cancelled Cheque Leaf of Employee/Proposer with the Name of the AccountHolder Printed on the Cheque Leaf.		
4	ID Proof of Employee / Primary Insured- Any of one (Passport,Voter ID, Driving License, Or any Government Approved ID ) . If Claim is above 1 lakh- PAN is mandatory with address Proof		
5	ID Proof of Patient- Any of one (Passport,Voter ID, Driving License, Or any Government Approved ID )		
6	Original detailed Discharge Summary as per IRDA Format / Day care summary from the hospital (in case of Day Care Treatment) / Death Summary (in Case of Death Claim)		
6.a	Copy of the Legal heir certificate (if the claim is for the death of the principle insured)		
6.b	Copy of Post Mortem Report & Death Certificate (In Accidental Death cases)		
7	Policy Copy ( <b>if individual policy</b> )		
8	64VB Compliance Certificate ( <b>If individual policy</b> )		
9	Original Final Hospital bill with cost wise breakup of each Item		
10	Original Payment Receipt of Main Hospital bill ( both Deposit / Refund)		
10.a	Receipt Of Payments made at the Hospital by Credit Card : Please attach the Xerox Copy of the Credit Card Payment Slip as received from the Vendor		
11	Original copy of Implant Invoice along with Payment Receipts & Implant Labels / Stickers for Stents/ Mesh/ IOL		
12	Original bills, original Payment Receipts and investigation / Laboratory Reports		
13	Original medicine bills specifying Patient Name and date of purchase along with supporting Prescriptions.		
14	Original copy of First Consultation letter and subsequent Prescriptions.		
15	Hospital Registration certificate issued by Competent authority as per Indian nursing council Act 1947 (If hospital not falls in GIPSA/PPN )		
16	<b>OTHER DOCUMENTS</b>		
16.a	Original copy of Obstetric history (Gravida, Para, Living children, Abortions) from treating doctor. (Maternity Claim)		
16.b	Original Sonography Report in case of Maternity Claim		
16.c	Original A-Scan Report along with IOL Sticker and Tax paid invoice in case of Cataract Claim		
16.d	Copy of the First Information Report (FIR) from Police Department / Copy of the Medico-Legal Certificate (MLC) in case of Road Traffic Accident (RTA)		
16.e	A medical certificate from a doctor not less qualified than MD/MS confirming the diagnosis of critical illness along with the Investigation reports/Other related documents reflecting the critical illness diagnosis. (Critical Illness Cases)		
16.f	In case of claims where the insured has submitted documents to another insurance co/TPA, he needs to submit attested Photocopies of all the documents along with detailed claim settlement letter from the TPA and any unpaid bills and receipt for the same in originals.		
<b>Claims Submitted by : Insured / Corporate / Agent / Broker / Insurer / Hospital</b>			
<b>Claim Submitted by:</b>		<b>Mobile No.</b>	
<b>Date of Claim Submission:</b>	DD /MM/YYYY HH:MM	<b>PHS Executive Name:</b>	
<b>Claim Submitted at:</b>	PHS - (Location) / Help Desl	<b>Signature:</b>	
<b>Important Points to Remember:-</b>			
1. Please mark either <b>V</b> or <b>x</b> against respective check box			
2. Date of File Received will be considered as next working day for Claim Files picked up at Help Desk			
3. Claim Need to be Submitted within 7 Working Days from Date of Discharge from Hospital			
4. The above list of documents is indicative. In case of any other document requirement as specified by the Insurance Company, our document recovery team will contact you on receipt of your claim documents by us			
5. Please visit us at <a href="http://www.paramounttpa.com">www.paramounttpa.com</a> to check Online Claim Status or download Paramount Mobile App			
6. Member is advised to keep photocopies of all the papers since Insurer requires all the above documents in original. Documents once submitted will not returned unless approved & agreed by Insurer			
7. Corrections in any documents are not allowed, otherwise it will not be entertained during adjudication.			

**CLAIM FORM - PART B**  
**TO BE FILLED BY THE HOSPITAL**

The issue of this Form is not to be taken as an admission of liability  
Please include the original preauthorization request form in lieu of PART A



(To be filled in block letters)

**DETAILS OF HOSPITAL:**

a. Name of the hospital:

b. Hospital ID:  c. Type of Hospital: Network ☐ Non Network ☐ (if non network fill section E)

d. Name of the treating doctor:  SURNAME  FIRST NAME  MIDDLE NAME

e. Qualification:  f. Registration No. with State Code:

g. Phone No.:

**DETAILS OF THE PATIENT ADMITTED:**

a. Name of the patient:  SURNAME  FIRST NAME  MIDDLE NAME

b. IP Registration No.:  c. Gender: Male ☐ Female ☐ d. Age (years):  e. Date of Birth:

f. Date of Admission:  g. Time:  h. Date of Discharge:  i. Time:

j. Type of admission: Emergency ☐ Planned ☐ Day Care ☐ k. If Maternity i. Date of delivery:  ii. Gravida Status:

l. Status at time of discharge: Discharge to home ☐ Discharge to another hospital ☐ Deceased ☐

m. Total claimed amount:

**DETAILS OF AILMENT DIAGNOSED (PRIMARY):**

a.	ICD 10 Codes	Description	b.	ICD 10 Codes	Description
i. Primary Diagnosis	<input type="text"/>	<input type="text"/>	i. Procedure 1:	<input type="text"/>	<input type="text"/>
ii. Additional Diagnosis	<input type="text"/>	<input type="text"/>	ii. Procedure 2:	<input type="text"/>	<input type="text"/>
iii. Co-morbidities	<input type="text"/>	<input type="text"/>	iii. Procedure 3:	<input type="text"/>	<input type="text"/>
iv. Co-morbidities	<input type="text"/>	<input type="text"/>	iv. Details of Procedure	<input type="text"/>	

c. Pre-authorization obtained: ☐ Yes ☐ No d. Pre-authorization Number:

e. If authorization by network hospital not obtained, give reason:

f. Hospitalization due to injury: ☐ Yes ☐ No

i. If yes, give cause: Self-inflicted ☐ Road Traffic Accident ☐ Substance Abuse / Alcohol Consumption ☐

ii. If injury due to Substance Abuse / Alcohol Consumption, Test Conducted to establish this: ☐ Yes ☐ No (If Yes, attach reports)

iii. If Medico-legal: ☐ Yes ☐ No iv. Reported to police: ☐ Yes ☐ No v. FIR No.:

vi. If not reported to police give reason:

**CLAIM DOCUMENTS SUBMITTED - CHECK LIST:**

<input type="checkbox"/> Claim Form Duly Signed	<input type="checkbox"/> Investigation Reports	<input type="checkbox"/> Original Pre-authorization request
<input type="checkbox"/> CT/MRI/USG/HPE investigation Reports	<input type="checkbox"/> Copy of the Pre-authorization approval letter	<input type="checkbox"/> Doctor's reference slip for investigation
<input type="checkbox"/> Copy of photo ID card of patient verified by hospital	<input type="checkbox"/> ECG	<input type="checkbox"/> Hospital Discharge Summary
<input type="checkbox"/> Pharmacy Bills	<input type="checkbox"/> Operation Theatre Notes	<input type="checkbox"/> MLC reports & Police FIR
<input type="checkbox"/> Hospital Main Bill	<input type="checkbox"/> Original death summary from hospital where applicable	<input type="checkbox"/> Hospital Break-up Bill
<input type="checkbox"/> Any Other, please specify		

**DECLARATION BY THE HOSPITAL: (PLEASE READ VERY CAREFULLY)**

Date:       Place: \_\_\_\_\_ Signature and Seal of the Hospital Authority: \_\_\_\_\_

DATA ELEMENT	DESCRIPTION	FORMAT
<b>SECTION A - DETAILS OF HOSPITAL</b>		
a. Name of Hospital	Enter the name of hospital	Name of hospital in full
b. Hospital ID	Enter ID number of hospital	As allocated by TPA
c. Type of Hospital	Indicate whether in network or non network hospital	Tick the right option
d. Name of treating doctor	Enter the name of the treating doctor	Name of doctor in full
e. Qualification	Enter the qualifications of treating doctor	Abbreviations of educational qualifications
f. Registration	Enter the registration number of the doctor along with the state code	As allocated by the Medical Council of India
g. Phone No.	Enter the phone number of doctor	Include STD code with telephone number
<b>SECTION B - DETAILS OF THE PATIENT ADMITTED</b>		
a. Name of Patient	Enter the full name of the patient	Name of hospital in full
b. IP registration Number	Enter insurance provider registration number	As allocated by the insurance provider
c. Gender	Indicate Gender of the patient	Tick Male or Female
d. Age	Enter age of the patient	Number of years and months
e. Date of Birth	Enter Date of Birth	Use dd-mm-yy format
f. Date of admission	Enter date of admission	Use dd-mm-yy format
g. Time	Enter time of admission	Use hh:mm format
h. Date of discharge	Enter date of discharge	Use hh:mm format
i. Time	Enter time of discharge	Use hh:mm format
j. Type of Admission	Indicate type of admission of patient	Tick the right option
k. If Maternity		
Date of Delivery	Enter date of delivery if maternity	Use dd-mm-yy format
Gravida Status	Enter Gravida status if maternity	Use standard format
l. Status at time of discharge	Enter status of patient at time of discharge	Tick the right option
m. Total claimed amount	Indicate the total claimed ammount	In rupees (Do not enter paise values)



**SECTION C - DETAILS OF THE AILMENT DIAGNOSED (PRIMARY)**

<b>a. ICD 10 Code</b>		
Primary Diagnosis	Enter the ICD 10 code and description of the primary diagnosis	Standard format and open text
Additional Diagnosis	Enter the ICD 10 code and description of the additional diagnosis	Standard format and open text
Co-morbidities	Enter the ICD 10 code and description of the Co-morbidities	Standard format and open text
<b>b. ICD 10 PCS</b>		
Procedure 1	Enter the ICD 10 PCS and description of the first procedure	Standard format and open text
Procedure 2	Enter the ICD 10 PCS and description of the second procedure	Standard format and open text
Procedure 3	Enter the ICD 10 PCS and description of the third procedure	Standard format and open text
Details of the Procedure	Enter the details of the procedure	Open text
<b>c. Pre-authorization obtained</b>	Indicate whether Pre-authorization obtained	Tick Yes or No
<b>d. Pre-authorization Number</b>	Enter the Pre-authorization Number	As allocated by TPA
<b>e. If authorization by network hospital not obtained, give reason</b>	Enter reason for not obtaining Pre-authorization number	Open Text
<b>f. Hospitalisation due to injury</b>	Indicate if hospitalisation due to injury	Tick Yes or No
Cause	Indicate Cause of injury	Tick the right option
If injury due to substance abuse/alcohol consumption, test conducted to establish this	Indicate whether test conducted	Tick Yes or No
Medico-legal	Indicate whether injury is medico legal	Tick Yes or No
Reported to Police	Indicate whether police report was filed	Tick Yes or No
FIR No.	Enter first information report	As issued by police authorities
If not reported to police, give reason	Enter reason for not reporting to police	Open text

**SECTION D - DETAILS OF THE AILMENT DIAGNOSED (PRIMARY)**

Indicate which supporting documents are submitted

**SECTION E - DETAILS IN CASE OF NON NETWORK HOSPITAL**

<b>a. Address</b>	Enter the full postal address	Include Street, City and Pin Code
<b>b. Phone No.</b>	Enter the phone number of hospital	Include STD code with telephone number
<b>c. Registration No. with State Code</b>	Enter the registration number of the doctor along with the state code	As allocated by the Medical Council of India
<b>d. Hospital PAN</b>	Enter the permanent account number	As allotted by the Income Tax department
<b>e. Number of Inpatient beds</b>	Enter the number of Inpatient beds	Digits
<b>f. Facilities available in hospital</b>	Indicate facilities available in the hospital	Tick the right option, if others, please specify

**SECTION F - DETAILS OF THE AILMENT DIAGNOSED (PRIMARY)**

Read declaration carefully and mention the date (in dd:mm:yy format), place (open text) and sign and stamp

**HDFC Life Insurance Company Limited [Formerly HDFC Standard Life Insurance Company Limited] (HDFC Life).** CIN: L65110MH2000PLC128245. IRDAI Registration No. 101.  
**Regd. Off:** 13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

For queries or more information, Call **1860-267-9999** (local charges apply). DO NOT prefix any country code, e.g. +91 or 00. Available Mon-Sat from 10 am to 7 pm |  
 Email – [service@hdfclife.com](mailto:service@hdfclife.com) | [nriservice@hdfclife.com](mailto:nriservice@hdfclife.com) (For NRI customers only) | Visit – [www.hdfclife.com](http://www.hdfclife.com)



## **POLICY DECLARATION FORM**

Date:.....

Name of the Hospital : .....

Address:.....

PATIENT NAME (BLOCK LETTERS):..... AGE/SEX : .....

Mobile No of Patient:.....

Date of Admission:..... Date of Discharge:.....

### **Undertaking by the Patient regarding Health Insurance Policy** **(स्वास्थ्य बीमा पॉलिसी के संबंध में रोगी द्वारा शपथ-पत्र)**

- ☐ I have not declared about any health insurance policy, at the time of Hospital admission.  
(मैं सुचित करता हूँ कि अस्पताल में उपचार के दौरान मेरे पास कोई भी स्वास्थ्य बीमा पॉलिसी नहीं है।)

Signature: ..... (हस्ताक्षर)

Name of the Patient/Patient's attendant (मरीज का नाम)

- ☐ I have declared about the health insurance policy, at the time of Hospital admission.  
(मैं सुचित करता हूँ कि अस्पताल में उपचार के दौरान मेरे पास स्वास्थ्य बीमा पॉलिसी है,

Signature: ..... (हस्ताक्षर)

Name of the Patient/Patient's attendant (मरीज का नाम)

### **Undertaking by the Hospital**

Based on patient undertaking hospital declare that patient: (रोगी के उपक्रम के आधार पर हम उस रोगी की घोषणा करते हैं)

- Patient did not declare any health insurance coverage, at the time of hospital admission. Hence we will bill the patient as per our rack rates. We may or may not consider discount for all such undertakings. (स्वास्थ्य बीमा कवरेज नहीं है, अस्पताल में भर्ती के समय। इसलिए हम मरीज को अपनी रैक दरों के अनुसार बिल देंगे। हम ऐसे सभी उपक्रमों के लिए छूट पर विचार कर भी सकते हैं और नहीं भी।)
- Patient declared health insurance coverage, at the time of hospital admission. But out of own free will is opting for reimbursement/ cash paying mode. . As insured is already covered under TPA servicing for which we are network provider, hence we agree to bill this patient as per PHS or insurer agreed rate list (whichever is less). The benefit of discount as per MOU will also be given to this patient. (रोगी के पास स्वास्थ्य बीमा कवरेज है, अस्पताल में भर्ती के समय। लेकिन वह अपनी मर्जी से रीडंबर्समेंट/नकद भुगतान मोड का विकल्प चुन रहा है। चूंकि बीमित व्यक्ति पहले से ही टीपीए सर्विसिंग के अंतर्गत कवर है जिसके लिए हम नेटवर्क प्रदाता हैं, इसलिए हम इस मरीज को पीएचएस या बीमाकर्ता द्वारा सहमत दर सूची (जो भी कम हो) के अनुसार बिल देने के लिए सहमत हैं। एमओयू के अनुसार छूट का लाभ भी इस मरीज को दिया जायेगा।)

Signature: .....

Name of the Hospital Representative & Hospital Seal